

UNIVERSITY OF MUMBAI  
INSTITUTE OF DISTANCE AND OPEN LEARNING

(IDOL)

**ONLINE**  
**PROSPECTUS**

2012-13

# CONTENT

UN.N O.	TITLE	PAGE NO.
<b>SECTION ONE</b>		
<b>1.</b>	<b>INTRODUCTION</b> 1.1 The University of Mumbai 1.2 The Institute 1.3 Aims and Objectives 1.4 Special Features 1.5 Instructional System	<b>1- 3</b>
<b>2.</b>	<b>ADMISSION</b> 2.1 Online Admission Procedure 2.2 Common Required Documents for admission to all courses 2.3 Eligibility case for other University/other state Board students 2.4 Admission for Freeship/Scholarship/Eligibility case students 2.5 Admission centers 2.6 Examination hall ticket 2.7 Schedule for Induction meetings	<b>4- 10</b>
<b>SECTION TWO</b>		
<b>3.</b>	<b>COURSES IN THE FACULTIES OF ARTS AND SCIENCE</b> <b>3.1 Under Graduate Courses</b> <b>3.1.1 F.Y.B.A.</b> <b>3.1.2. S.Y.B.A.</b> <b>3.1.3 T.Y.B.A.</b> <b>3.2 Post Graduate Courses</b> <b>3.2.1 M.A. Part I&amp;II</b> <b>3.2.2. M.A. (Edu) Part I&amp;II</b> <b>3.2.3 M.A./M.Sc(Mathematics) Part- I&amp;II</b>	<b>11-29</b>
<b>4.</b>	<b>COURSES IN THE FACULTIES OF COMMERCE AND MANAGEMENT</b> <b>4.1 Under Graduate Courses</b> <b>4.1.1 F.Y.B.Com.</b> <b>4.1.2. S.Y.B.Com.</b> <b>4.1.3 T.Y.B.Com</b> <b>4.2 Post Graduate Courses</b> <b>4.3 Management Courses</b> <b>4.3.1 PGDFM Part-I&amp;II</b> <b>4.3.2 PGDORM PartI&amp;II</b>	

<b>SECTION THREE</b>		
<b>5.</b>	<b>DETAILS OF COURSES IN FACULTY OF SCIENCE</b> <b>5.1 B.Sc. Computer Science Programme</b> 5.1.1 F.Y.B.Sc. Computer Science 5.1.2 S.Y.B.Sc. Computer Science 5.1.3 T.Y.B.Sc. Computer Science <b>5.2 B.Sc. Information Technology Programme</b> 5.2.1 F.Y.B.Sc. Information Technology 5.2.2 S.Y.B.Sc. Information Technology 5.2.3 T.Y.B.Sc. Information Technology <b>5.3 M.Sc. Computer Science Programme</b> 5.3.1 M.Sc. Computer Science PART- I 5.3.2 M.Sc. Computer Science PART- II <b>5.4 M.Sc. Information Technology Programme</b> 5.4.1 M,Sc. PART- I Information Technology 5.4.1 M.Sc. PART - II Information Technology <b>5.5 Details of Programmes in Faculty of Technology</b> 5.5.1 Master of Computer Application Programme (MCA) 5.5.1.1. M.C.A. First Year 5.5.1.2. M.CA Second Year 5.5.1.3. M.CA Third Year	<b>30-37</b>
<b>SECTION FOUR</b>		
<b>6.</b>	<b>RULES, REGULATIONS AND SERVICES AND FACILITIES</b> <b>6.1 Freeship/Scholarship Scheme For Reserved Category Students</b> <b>6.2 Support Services</b> <b>6.3. Rules And Regulations Of The Institute.</b> 6.3.1. Cancellation of Admission / Refund of Fees 6.3.2. Change of Name / Address / Subject 6.3.3. Issue of Duplicate Identity Card / Statement of Marks / Bonafide Certificate / Transcript Certificate 6.3.4. Examinations 6.3.5. Refund of Examination Fees 6.3.6. Transference & Migration Certificate 6.3.7. Confirmation of Admission 6.3.8. Degree Certificate 6.3.9. Admission on Fake Certificate 6.3.10. Queries 6.3.11. Self Study Technique	<b>38-48</b>
<b>SECTION FIVE</b>		
<b>7.</b>	<b>COURSE DETAILS AT A GLANCE</b>	<b>48-53</b>

## **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 18<sup>th</sup> 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. The **university has been reaccredited with 'A' grade by NAAC.**

University of Mumbai has two campuses having area of 230 acres at Vidyanagari, Kalina, Santacruz (E), and 13 acres at Fort. 669 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 24<sup>th</sup> 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 "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.

University of Mumbai is the 7<sup>th</sup> 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 1<sup>st</sup> 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.

#### **1.4 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 resource.
- \* 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 repute.
- \* 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.

#### **1.5 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 learners 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, **if a student writes his/her answers in any language other than Marathi, Hindi, English and Gujarati, their answers will not assess and the Zero marks will be awarded.** Students will have to collect their study materials from Room No. 005 (Backside), ground floor, IDOL Building on Monday to Friday (11.00am to 5:00pm). However, for the students who are unable to make it, the study materials will be sent through post if he/ she makes a written request to the office along with the xerox copy of admission form and complete postal address.

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

## 2. ADMISSION

### 2.1. ADMISSION SCHEDULE

WITHOUT LATE FEES	WITH LATE FEES
<ul style="list-style-type: none"> <li>• 30<sup>th</sup> July, 2012 to 31<sup>st</sup> August, 2012</li> </ul>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Sept. 2012 to 18<sup>th</sup> Sept. 2012: (With Late Fees of Rs. 150/-</li> </ul>

### 2.2 ONLINE ADMISSION PROCEDURE:

From the academic 2012-13, admission to all courses will be through online process. For details the students have to visit our website: [www.mahaonline.gov.in](http://www.mahaonline.gov.in) OR [www.mu.ac.in/idol](http://www.mu.ac.in/idol) and follow the procedure given on the website.

### PAYMENT OF FEES

The fees can be paid through any one of the following modes of payment:

1. Online payment option through Debit/ Credit Cards/ Internet Banking.
2. Bank Challan of Bank of Maharashtra only.

### Attestation of Documents

**The self-attested copies of documents/papers will be accepted.**

It is made clear that if any false attestation / falsified record are detected, the Student will be debarred from the University / institute and in addition a criminal case under relevant section of IPC (viz, 471, 474 IPC etc) will be instituted against him/her.

### 2.3 COMMON DOCUMENTS FOR ADMISSION OF ALL COURSES (All Xerox Copies shall 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. Statement of Marks of all attempts of (all lower Exams are required to submit with one xerox copy.)
4. XII Std. Mark sheet with three self attested Xerox copies. (For FYBA/B.Com only)
5. Identity card of previous course (For old student of IDOL)

6. 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 a Xerox copy.
7. Bachelor Degree Certificate (Convocation) with one Xerox copy for MA/M.Com/M.Sc Part-I for admission only.
8. Two years work Experience Certificate, only for PGDFM and PGDORM first year.

#### **2.4. ELIGIBILITY CASE:-**

The students from CBSE, NIOS, H.S.C. Boards other than Maharashtra State, Dip. Ed. 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.*** Application for Provisional Statement of Eligibility will be available at Room No. 108 (A) (***From the Commencement date of admission, till last date of admission only.***) The student should submit their Eligibility Form along with the attested xerox copies of all the certificates including all attempt failed/ATKT marksheets and also produce all the original certificates while submitting the application for Provisional Statement of Eligibility. Prescribed Fees for the said certificate should be deposited at Room no 105.

#### **Required Documents for Obtaining Eligibility Certificate:**

- 1.S.S.C.& H. S. C. and onwards all examination (F.Y., S.Y. & T.Y.)
2. Proof of Date of Birth
3. Migration / Transference Certificate.
4. Passing/Convocation / Degree Certificate.
5. Marriage Certificate/Gazette Notification (For female married students).

#### **2.5 ADMISSIONS FOR FREESHIP/SCHOLARSHIP/ELIGIBILITY CASE:**

Students can submit their downloaded application forms at the following IDOL Admission Centers. However, **who wish to apply for Free ship/ Scholarship and Eligibility** are requested to ascertain their eligibility for awarding freeship/scholarship from Asstt. Registrar(Scholarship/ Free ship), Room No 108 (A), First Floor, Institute of Distance and Open Learning, University of Mumbai, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari Campus, Kalina, Santacruz (East), Mumbai 400 098. And finally the students will submit the admission form to the admission center.

#### **Special Note:**

**Students applying for Scholarship / Freeship and Eligibility shall submit their application form at Room.No.108A, IDOL, Kalina campus, to ascertain their eligibility for scholarship/freeship or to the course.**

## **2.6 NAME AND ADDRESS OF THE ADMISSION CENTERS:**

### **WESTERN LINE:**

**CHURCHGATE (W):** IDOL Library, Vidyapeeth Bhavan, B-Road, Mumbai – 400 020.

**CHURNI ROAD (E):** K.B.P. Hinduja College, Churni road.

**BANDRA (W) :** R.D.National College, Bandra, West.

**SANTACRUZ (E):** Patuk Gala College of Commerce and Economic, wakola Bridge,, Santacruz East, Mumbai-400 055.

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

**KANDIVALI (e) Thakur College of Commerce and Science,** Shyamnarayan Thakur Marg, Thakur Village, Kandiwali East, Mumbai-400 101.

**BHAYANDAR (E):** Shankar Narayan College of Arts & Commerce, Mumbai-401105

### **CENTRAL LINE:**

**DADAR(W) :** Kirti College of Arts, Sci.& Com., Dadar west, Mumbai-400 028.

**VIDYAVIHAR (E):** K.J.Somaiya College of Sci. & Comm., Somaiya Marg, Vidyavihar, Mumbai-400 077

**THANE (W) :** NKTT College of Commerce, Arts, and Science, Behind Collector Office Court Naka, Khalkar Ali, Thane west-400 601.

**BHIWANDI (W):** GM Momin College, Bhiwandi, Dist. Thane.

**WADA :** S.S.S.S. College, Kelkar pada, Wada, Dist Thane-421303.

**DOMBIVALI:** K.V.Pendharkar College, Dombivali East, Dist-Thane, Pin-421203

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

**ULHASNAGAR (W):** C. H. M College, Opp. Ulhasnagar Railway Station, Ulhasnagar-421003

### **HARBOUR LINE :**

**NAVI MUMBAI:** D.V.S.College, Koparkhairane, Navi Mumbai-400 709.

**KALOMBOLI :** Limaye College, Kalomboli, Navi Mumbai.

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

### **RAIGAD DISTRICT:**

**ALIBAG:** P.N.P. College, Alibag, Dist. Raigad.

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

### **RATNAGIRI DISTRICT:**



**RATNAGIRI:** Ratnagiri Sub-Centre,P-61, MIDC Mirjole,Ratnagiri,Dist  
Ratanagiri- Pin- 415639.

Gogate-Jogalekar College, Near Dist Court, Ratnagiri-415 612.

**KHED:** I.C.S College of Arts, Commerce and Science, Khed, Dist.  
Ratnagiri 415709

**SINDHUDURG DISTRICT:**

S.P.K. College, Sawantwadi, near Moti Talav, sawantwadi, Dist  
Sindhudurg, 416510.

**2.7 EXAMINATION HALL TICKET :-**

Student has to download the Online Hall Tickets on university  
**website:www.mu.ac.in/idol OR www.mahaonline.gov.in** prior to each  
examination and Appear examination. Without hall ticket the student will not be  
permitted to appear in the examination.

**2.8 Induction Meeting Schedule for the Following Programmes:**

<b>Sr. No</b>	<b>Name of the Course</b>	<b>Date of Induction Meeting</b>	<b>Time</b>	<b>Venue</b>
1.	M.A. Part – I Education	1 <sup>st</sup> Saturday November, 2012	11.00 a.m.	IDOL Building (Room No.006)
2.	M.A. Part – I (History)	3 <sup>rd</sup> Saturday November, 2012	11.00 a.m.	IDOL Building (Room No. 206)
3.	M.A. Part – I (Economics)	3 <sup>rd</sup> Saturday November, 2012	2:00pm	IDOL Building (Room No. 006)
4.	M.A. Part – I (English)	2 <sup>nd</sup> Saturday November, 2012	11.30 a.m.	IDOL Building (Room No. 006)
5.	M.Sc. Part I (Mathematics)	21 <sup>st</sup> October, 2012	11.00 a.m.	IDOL Building (Room No. 207)
6.	PGDORM – I	3 <sup>rd</sup> Saturday November, 2012	11.00 a.m.	IDOL Building (Room No. 207)
7.	PGDFM –I	2 <sup>nd</sup> Saturday November, 2012	3.00 p.m.	IDOL Building (Room No. 208)

## Section-Two

### ARTS /COMMERCE/SCIENCE/DIPLOMA COURSES

#### 3. COURSES IN THE FACULTY OF ARTS AND SCIENCE

##### 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:

(C) Subjects to be offered: Total Marks 600 – in 6 papers.

Sr. No.	Name of the Subject
1	Communication Skills in English ( <b>Study Material available</b> )
2	Compulsory Languages (Any one of the following) (a) Marathi, ( <b>Study Material available</b> ) (b) Hindi, ( <b>Study Material available</b> ) (c) Urdu ( <b>Without Study Material</b> )
3.	Foundation Course - Paper – I ( <b>Study Material available in both English and Marathi</b> )

##### 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 (STUDY MATERIAL AVAILABLE)**

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

**GROUP A - SOCIAL SCIENCE - II (ANY ONE)**

**(STUDY MATERIAL AVAILABLE)**

Philosophy – Paper I: Moral Philosophy (Rev.)
OR
Rural Development Paper I: Introduction to Rural Development ( <i>Study Material only in Marathi</i> )
OR
Education – Paper –I: Principles of Education

**GROUP B - ANCILLARY (OPTIONAL) LANGUAGE – II**

**(Study Material Available)**

- (Select any one)

{Marathi Literature, Hindi Literature, & English Literature (Introduction to Literature) }

**3.1.2 S.Y.B.A. Course: (Total 800 Marks in 8 Papers)**

**Compulsory Subjects: (Study Material Available)**

<b>Sr.No</b>	<b>Name of the Subject</b>
<b>1.</b>	Foundation Course - Paper II
<b>2.</b>	<b>Applied Component Group (Any ONE of the following)</b>
	a) Journalism
	b) Business Communication ( <b>Study Material only in English</b> )
	c) Advertising

**Optional Subjects - Select only those THREE subjects which were offered at F.Y.B.A. Examination(Study Material Available)**

<b>Name of the Subject</b>	
<b>Psychology –</b>	Paper II : Social Psychology (available in Eng only) Paper III : Developmental Psychology
<b>Philosophy–</b>	Paper II – Social and Political Philosophy Paper III- Indian and Western Philosophy
<b>Economics –</b>	Paper II - Macro Economics Paper III – Policies and Prospects of Indian Economy.
<b>History (Rev.) -</b>	Paper II - Landmarks in World History (1300 A.D to 1945 A.D) Paper III - Ancient India (Up to 1000 A.D.)
<b>Sociology -</b>	Paper II - Indian Society: Concept, Structure and Process. Paper III - Emerging Issues in Indian Society.
<b>Political Science</b>	Paper II -Indian Political System Paper III - Public Administration
<b>Commerce -</b>	Paper II – Financial Management Paper III – Introduction to Marketing
<b>Rural Development (Study Material Available only in Marathi)</b>	Paper II - Rural Society and its Development Strategies. Paper III - Rural Administration & Laws Related to Rural Development
<b>Education</b>	Paper II - Educational Psychology <b>Paper III-Guidance &amp; Counselling</b>
<b>English Literature ( Ancillary Language )</b>	Paper II – Reading Poetry Paper III – Indian writing in English & Indian Literature in Translation
<b>Marathi Literature</b>	Paper II (Rev.) Paper III Bhashabhyas Ani Lekhan Kaushalya
<b>Hindi Literature</b>	Paper II : Hindi Kavita Paper III : Adhunik Gaddya
<b>Urdu Literature</b>	Paper II Paper III

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

R-1876: To pass the Examination a student 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 student 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.

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

O.2217-A : A student 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 student 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 student 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 0.2217– 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.

**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.

2. Revised syllabi of all subjects are available on university website ([www.mu.ac.in](http://www.mu.ac.in)); separate link, 'Revised syllabus' is given on the home page of the website.

**(Study Material Available in Marathi and English)**

Sr. No.	Name of the Subject
1.	<b>COMMERCE (3 Papers only)</b>
	Paper IV- Introduction to Management
	Paper V- Human Resource Management
	Paper VI- Export Management
2.	<b>SOCIOLOGY (3 Papers IV, V VI or 6 Papers from Papers IV &amp; IX)</b>
	Paper IV- Social Theory
	Paper V- Sociology of Work
	Paper VI- Gender and Society
	Paper VII- Urban Sociology
	Paper VIII- Sociology of Human Resource Development

	Paper IX –Research Methodoogy
3.	<b>HISTORY (3 Papers with Paper IV, V &amp; VI or 6 Papers from Papers IV to IX)</b>
	Paper IV - Medieval India (1000 AD to 1707 AD)
	Paper V - Modern India (1857-1984)
	Paper VI- Archaeology, Museology, & 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.	<b>EDUCATION- (3 papers Only)</b>
	Paper IV - Indian Education System, Structure and Problem
	Paper V - Communication Mode in Education
	Paper VI - Educational Evaluation
5.	<b>PSYCHOLOGY (3 Papers only) (Study Material Available in English)</b>
	Paper IV - Psychological Testing and Statistics
	Paper V - Abnormal Psychology
	Paper VI - Industrial and Organizational Psychology
6.	<b>ECONOMICS (3 Paper with Paper IV, V &amp; VI or 6 Papers from Papers IV to IX)</b>
	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 - Export Management
7.	<b>ENGLISH LITERATURE 3 Papers only</b>
	Paper IV - British Literature from 1550-1750
	Paper V - English Language and Literary Criticism
	Paper VI – Theory and Practice of Translation

8.	<b>MARATHI LITERATURE (3 Papers with Paper IV, V &amp; VI or 6 Papers from Papers IV to IX)</b>
	Paper-IV Prachin Marathi Wangmayach Itihas (Prarambha te 1818)
	Paper-V Sahitya shastra ani sahitya samiksha
	Paper-VI Sahitya Ani Samaj
	Paper-VII Bhasha Vidynan Parichay Ani Marathi Vyakaranachi Rupresha
	Paper-VIII Lekhak Abhyas : (Jayant Dalvi)
	Paper-IX Bhashantar Rupantar anuwad ani Nibhanda Lekhan
9.	<b>Rural Development (3 Papers only) (Rev.) (Study Material Available in Marathi)</b>
	Paper IV – Agriculture and Its Significance in Rural Development
	Paper V – Rural marketing and Finance
	Paper VI – Applied Agriculture
10.	<b>Political Science (3 Papers only)</b>
	Paper IV - Political Process in Maharashtra
	Paper V - Political Thought
	Paper VI – Major Issues in Contemporary Politics
11	<b>Hindi (3 Papers only)</b>
	Paper IV: Hindi Sahitya Ka Itihas
	Paper V: Swatanrottat Hindi Sahitya
	Paper VI: Prayojanmulak Hindi

## 3.2 POST GRADUATE COURSES:

### 3.2.1 M.A. Part – I & II:

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

### C) SUBJECTS OF M.A. PART – I / II

#### MARATHI (With Study Material)

MA-I	Papers Name	MA-II	Papers Name
P- I	Sahitya prakaracha Abhayas: Katha (Rev)	P-II	Prachin kalkhanda cha abhayas (Bahamanikal)
P- III	Marathi Wangmayaccha Itihas 1847-1960	P-IV	Sahitya shastra
P- V	Marathicha bhasha Vaidnanic abhayas	P-VI	Upyojit samiksha
P-VII	Adhunik Marathi sahitya 1960 onwards (Rev.)	P-VIII	Dalit sahitya or Lok sahitya

#### SOCIOLOGY (M.A.Part I&II)

(With study material in Marathi and English)

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

(With study material Marathi and English)

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 <sup>th</sup> 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 (Part-II without study material)**

MA-I	Papers Name	MA-II	Papers Name
	<b>Group-I</b>		<b>Group-I</b>
P- I	Micro Economics( <b>Study material available in English</b> )	P-III	Development Economics
P- II	Macro Economics( <b>studymaterial available in English</b> )	P-IV	Public Economics
	<b>Group-II</b>		<b>Group-II</b>
P- I	Agricultural Economics( <b>study material available in English and Marathi</b> )	P-II	Agricultural Economics
P- I	Industrial Economics ( <b>study material available in English</b> )	P-II	Industrial Economics

## HINDI

(With study material)

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	MA-II	Papers name
P- I	Indian Literature in English (1820's onwards) (with study material)	P-V	Literary Theory And Criticism (with study material)
P- II	Linguistics and Stylistic Analysis of Texts(with study material)	P-VI	Literature of Romantic & Victorian Period (Withought Study material)
P- III	Literature of English Renaissance and Restoration(Withought Study material)	P- VII	Angle-Irish Literature of the Twentieth century(with study material)
P- IV	Nineteen and Twentieth American Century Literature (Withought Study material)	P- VIII	Indian Literature in Translation (Withought Study material)

### 3.2.2 M.A. – EDUCATION PART- I.

#### **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.

### **Induction Meeting**

An induction meeting of all the Students of M.A.(part – I only) will be held on First Saturday November, 2012 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.

### **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 2012 -13 are also valid for Second Half examination of 2013.

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 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- 31<sup>st</sup> January, of every Academic Year.**

### **M.A. Education [Part – I] Assignment Questions**

#### **Paper – I Advanced Philosophy and Sociology of Education**

- Q. 1 Discuss the concept and need of Human Rights Education.
- Q.2 What should be the methods of teaching and curriculum pattern for educating world citizens?

#### **Paper – II Advanced Educational Psychology**

- Q.1 How would a teacher use Kalb's learning model in a classroom.
- Q.2 Explain Guilford's structure of intellect.

#### **Paper – III Research Methodology in Education**

- Q.1 Explain the types of rating scales with appropriate examples.
- Q.2 Explain the various types of hypotheses, with examples.

#### **Paper – IV Teacher Education**

- Q.1 Explain the concept of globalization. What are its key features?
- Q.2 Explain the concept of autonomy in education. Describe the types of autonomy.

## ***M.A. Education [Part – II] Assignment Questions***

### **Group A**

#### **Paper – II Economics of Education**

- Q. 1 Explain the concept, need and importance of Economics of Education
- Q.2 Explain the relationship between Human Resources Management and Human Resource Development.

#### **Paper – IV History of Education**

- Q.1 Describe the Educational Development during post independent era.
- Q2 Explain the filtration theory of Education.

### **Group ‘B’ Select Any Two**

#### **Paper – VIII Guidance and Counselling**

- Q.1 Explain the different areas of guidance and its implications.
- Q.2 Explain the stages of counselling with suitable examples.

#### **Paper – X Open and Distance Learning**

- Q.1 Explain the models of communication in ODL.
- Q.2 Discuss the student support services required by distance learners at the time of examination

#### **Paper – ICT: Online Assignment**

#### **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.

ODL & ICT assignments is online assignment shall be uploaded on the IDOL website by 1<sup>st</sup> week of October 2011. Instructure 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.

**Subjects for M.A. Education Part I&II**  
**(Study Material available in Marathi and English)**

<b>M.A. (Edu) Part - I</b>	<b>Name of the papers</b>	<b>M.A. (Edu) Part - II</b>	<b>Name of the papers</b>
P - I	Advanced Philosophy and Sociology of Education	<b>Group- A</b> P – II	Economics of Education
P - II	Advanced Educational Psychology	P – IV	History of Education
P - III	Research Methodology in Education	<b>Group-B</b> (Any Two) P – VII	Information and communication Technology
P - IV	Teacher Education	<b>P—VIII</b>	Guidance and Counselling*
		<b>P—X</b>	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.

\* Online Assignment for these two papers only.

**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 Address
	Institute of Distance and Open Learning, University of Mumbai, Dr. Shankar Dayal Sharma Bhavan, Santacruz (East), Mumbai – 400 098.		St. Xavier's Institute of Education, New Marine Lines, Churchgate, Mumbai – 400 020. Tel. No. 2201 4666 Course Co-Ordinator: Dr. Adelaida Vaz
	Bombay Teachers' Training College, Mahakavi Bhusan Road, Colaba, Mumbai – 400 037 Tel. No. 2204 7160 Course Co-Ordinator: Dr. Mintu Sinha		Chembur Comprehensive College of Education & Research, Ramakrishna Chemburkar Marg, Chembur Naka Mumbai – 400 077 Course Co-Ordinator: Dr. Javalekar
	Seva Sadan's College of Education, Ulhasnagar – 421 003, Dist – Thane. Tel. No. 95251 – 2545565 Course Co-Ordinator: Dr. Beena Khemchadani		Secondary Training College, 3, Mahapalika Marg, Dhobitalao, Mumbai – 400 001. Tel. No. 2262 0050. Course Co-Ordinator: Dr. Chiklikar
	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		Nav Jeevan Education Societies College Of Education, Neral, Dist – Raigad. Course Co-Ordinator: Dr. Saumitri Mitra
	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		Sainath Education Trust's H.B.B.Ed. College, Sector 10 A, Vashi, Navi Mumbai – 400 703, Course Co-Ordinator: Prin Dr. Swarnalata Harichandan
	Pillais College of Education & Research Sector 8, Khanda Colony, New Panvel (W) Tel. No. 2293 5554 Course Co-Ordinator: Dr. Sally Enos		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** or on Notice Board at the Institute of Distance and Open Learning. No separate correspondence in this regard will be made.

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

Students 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 student 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:** Students 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 out at least 55 per cent marks or First Class
Second Class	(b) At least 55 per cent marks or First Class

If students 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.

**3.2.3 M.A./M.Sc.(Mathematics) Part – I & II**

(There will be 5 papers for Part I & 5 papers for Part II separately)

**(Withought Study Material)**

	<b>Name of the Papers</b>	<b>M.Sc(Maths) Part II</b>	<b>Name of the Papers</b>
Paper I	Algebra- 1	Paper I	Algebra – II
Paper II	Analysis -1	Paper II	Analysis – II
Paper III	Topology <b>(Study Material Available)</b>	Paper III	Differential Geometry
Paper IV	Complex Analysis <b>(Study Material Available)</b>	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’	

### **3. COURSES IN FACULTY OF COMMERCE AND MANAGEMENT**

#### **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:**

**Name of the Subjects:-**

**F.Y.B.Com – All subjects are compulsory. Total 7 Papers.**

**(Total Marks 700)**

**(Study Material Available in English and Marathi)**

<b>Sr. No.</b>	<b>Name of the Subject</b>
1	Foundation Course - Paper- 1 (Rev)
2	Business Communication <b>(Study Material Available in English only)</b>
3	Business Economics – Paper - 1
4	Commerce - Paper- 1-Business Development
5	Environmental Studies
6	Mathematical and Statistical Techniques <b>(Study Material Available in English)</b>
7	Accounts Paper 1 – Accounting and Financial Management. <b>(Study Material Available in English)</b>

##### **4.1.2. S.Y.B.Com.Course**

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

**(Study Material Available in English and Marathi)**

<b>Sr. No.</b>	<b>Name of the Subject</b>
1	Foundation Course - Paper- II
2	Applied Component Group (Any one of the following) i Advertising <b>OR</b> 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 <b>(Study Material Available in English only)</b>



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

**R. 1882:** To pass the S.Y. B. Com. examination, a student 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 student 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 student 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 student 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 student 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.

#### 4.1.3 T.Y.B.Com Course:

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

**(Study Material Available in English)**

Sr. No.	Name of the Subject
1.	Commerce – Paper III ( Marketing and Human Resource Management ) <b>(Study Material Available in English and Marathi)</b>
2.	Business Economics – Paper III <b>(Study Material Available in English and Marathi)</b>
3.	<b>Accounts Group</b>
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	<b>Business Management Group</b>
3.	
I	Management and Organisational Development – Paper I
II	Financial Management Paper II
III	Marketing Management Paper III <b>(Study Material Available in English and Marathi)</b>

4.	Applied Component Group (Any two of the following)
I	Export Marketing ( <b>Study Material Available in English and Marathi</b> )
II	Marketing Research ( <b>Study Material Available in English and Marathi</b> )
III	Trade Unionism and Industrial Relations
IV	Direct and Indirect Taxation
V	Psychology for Human Behaviour at work ( <b>Study Material Available in English and Marathi</b> )

#### **T.Y.B.Com. Standard of Passing:**

**R-1943 :** To pass the Third Year B.Com examination student 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 students 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 student 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.**

## **4.2 Postgraduate Courses in Commerce (M.Com.)**

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

#### **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 papers 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:**

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

**Standard of Passing M.Com Part I/II**

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

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

**IMPROVEMENT OF CLASS :**

If the student 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 Part I&II:**

(Duration of the course shall be 2 years.)

**A. List of Subject**

**PGDFM COURSE (FIRST YEAR) (With Study Material)**

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

**Standard of Passing**

**R-3984 :** In order to qualify for Diploma Course, a student must have secured 50% of the marks in each of the subject prescribed for the respective Diploma Courses. A student 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.

## PGDFM (SECOND YEAR)

### 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 PGDFM/PGDORM- I & II Year : PCP Center :IDOL.**

### Standard of Passing

**R-3984:** In order to qualify for the Diploma Course, a student must have secured 50% of the marks in each of the subjects prescribed for the respective Diploma Courses. A student 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 I&II:

(Duration of the course shall be 2 years.)

#### 1. PGDORM FIRST YEAR:

#### 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 student must have secured 50% of the marks in each of the subjects prescribed for the respective Diploma Courses. A student 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.

**List of subject: PGDORM COURSE (SECOND YEAR)**  
**(Study Material Available in English only)**

<b>Paper No.</b>	<b>Name of the Paper</b>
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 student must have secured 50% of the marks in each of the subjects prescribed for the respective Diploma Courses. A student 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.

## SECTION –THREE

### 5. IT COURSES

#### **5.1.DETAILS OF COURSES IN FACULTY OF SCIENCE**

##### **5. 1.1 B.SC COMPUTER SCIENCE:**

##### **5.1.1.1 F.Y.B.SC. COMPUTER -SCIENCE COURSE:- (Yearly Pattern)**

##### **D) SUBJECTS**

##### **First Year B.Sc. Computer Science :( Study Material Available)**

<b>Sr. No.</b>	<b>Subject</b>
<b>1</b>	<b>Foundation Course – I</b>
<b>2</b>	<b>Mathematics Paper – I</b>
<b>3</b>	<b>Mathematics Paper – II</b>
<b>4</b>	<b>Physics Paper -I</b>
<b>5</b>	<b>Physics Paper –II</b>
<b>6</b>	<b>Computer Science Paper – I Computer Organization &amp; Introduction to Microprocessors and Computer Architecture</b>
<b>7</b>	<b>Computer Science Paper – I I Algorithms and Programming “C”</b>

##### **5.1.1.2 S.Y.B.Sc. COMPUTER SCIENCE**

##### **D) SUBJECT:-**

##### **Second Year B.Sc. Computer Science (Revised Syllabus)**

<b>Sr. No.</b>	<b>Subject</b>
<b>1</b>	<b>Foundation Course – II</b>
<b>2</b>	<b>Mathematics Paper – I*</b>
<b>3</b>	<b>Mathematics Paper – II*</b>
<b>4</b>	<b>Mathematics Paper – III*</b>
<b>5</b>	<b>Computer Science Paper – I Discrete Mathematics &amp; Computer Graphics</b>
<b>6</b>	<b>Computer Science Paper – II C++ &amp; JAVA Programming</b>
<b>7</b>	<b>Computer Science Paper – III Database Management Systems – I and Software Engineering</b>

**\*Study Material Available**

### 5.1.1.3 T.Y.B.SC. COMPUTER SCIENCE:

#### D) SUBJECT:-

#### Third Year B.Sc. Computer Science (Revised Syllabus) (Without Study material)

Sr. No.	SUBJECTS
1.	Data Communication, Networking and Security
2.	Advanced Java
3.	Operating Systems and Linux
4.	DBMS II & Software Engg.
5.	Single Major Practical
APPLIED COMPONENTS (THEORY AND PRACTICAL)	
6.	Web Design & Technologies & NET Technologies

### 5.2. B. Sc. (INFORMATION TECHNOLOGY)

#### 5.2.1 F.Y.B. Sc. INFORMATION TECHNOLOGY (Semester I & II)

#### A) SUBJECTS:

#### First Year B.Sc. (IT) Semester I and Semester II (Revised Syllabus) (With Study Material)

First Year B.Sc.(IT) Semester I		First Year B.Sc.(IT) Semester II	
Sr. No.	Subject	Sr. No.	Subject
1	Professional Communication Skills	1	Web Technologies
2	Applied Mathematics - I	2	Applied Mathematics - II
3	Fundamentals of Digital Computing	3	Microprocessor and Microcontrollers
4	Electronic & Communication Technology	4	Database Management Systems
5	Introduction to C++ programming	5	Data Communication and Network Standards

#### N.B.:- ASSIGNMENT SUBMISSION OF B.Sc. I.T.

1. Students are asked to submit their respective Term Works/Assignments at their respective PCP centres. Only A.T.K.T. & Failed students should submit at I.D.O.L. in Room No. 12 at the time of receiving examination Hall Ticket.
2. Student who fails to submit his/her Term Works/Assignments in time, their Examination Hall Ticket will not be issued under any circumstances.

**5.1.2.2 S.Y.B.Sc. (Information Technology)**  
(Sem. III and Sem. IV)

**A) SUBJECTS:**

**Second Year B.Sc. (IT) Semester III and Semester IV**  
(Revised syllabus 2012-13 onwards)  
(Without study material)

Second Year B.Sc.(IT) Semester III		Second Year B.Sc.(IT) Semester IV	
Sr.No.	Subject	Sr.No.	Subject
1	Logic and Discrete Mathematics	1	Software Engineering
2	Computer Graphics	2	Multimedia
3	Advanced SQL	3	Java and data Structures
4	Object Oriented Programming with C++	4	Quantitative Techniques
5	Modern Operating Systems	5	Embedded Systems

**N.B.:- ASSIGNMENT SUBMISSION OF B.Sc. I.T.**

1. Students are asked to submit their respective Term Works/Assignments at their respective PCP centres. Only A.T.K.T. & Failed students should submit at IDOL in Room No. 12 at the time of receiving examination Hall Ticket.

2. Student who fails to submit his/her Term Works/Assignments in time, their Examination Hall Ticket will not be issued under any circumstances.

**5.1.2.3 T.Y.B.Sc. Information Technology**  
(Sem. V and Sem. VI)

**A) SUBJECTS:**

**Third Year B.Sc. (IT) Semester V and Semester - VI**  
(With Study Material)

Third Year B.Sc.(IT) Semester V		Third Year B.Sc.(IT) Semester VI	
Sr.No.	Subject	Sr.No.	Subject
1	Internet Security	1	C# (C Sharp)
2	Visual Basic 6	2	Internet Technologies
3	SQL 2	3	CRM
4	Elective Select (Any One)	4	Elective Select (Any one)
4.1	Web Design and Internet based application	4.1	Total Supply Chain Management
4.2	Advance Java	4.2	Project Management
5	Elective Select (Any One)		



5.1 ERP Systems 5.2 Management Information Systems	5	Project
---	---	---------

**N.B.:- ASSIGNMENT SUBMISSION OF B.Sc. I.T.**

1. Students are asked to submit their respective Term Works/Assignments in respect of Sem. – V in respective PCP Center and the Project (Black Copy) in respect of Sem. – VI at I.D.O.L. in Room No. 12 as and when the date will be inform to the students by the Co-ordinator or the office inform the same through website.

2. Student who fails to submit his/her Term Works/Assignments/ Project in time, their Examination Hall Ticket will not be issued under any circumstances.

**5.3 M.Sc. (COMPUTER SCIENCE) COURSE**  
(Two Years Post Graduate Degree Course)

**5.3.1 M.Sc. (COMPUTER SCIENCE): PART I**

**A) SUBJECTS for M.Sc. (Computer Sc.) Part –I/II**

M.Sc. (Computer Science) Part - I			M.Sc. (Computer Science) Part - II		
Sr. No.	Subject	Study Material	Sr. No.	Subject	Study Material
1.	Principles of Compiler Design I & Principles of Compiler Design II	Yes	1.	Artificial Intelligence and Image Processing	No
2.	Digital Signal Processing I & Digital Signal Processing II	Yes	2.	Distributed Computing and Embedded Systems	Yes No
3.	Mobile Computing and Computer Simulation Modeling	Yes No	3.	Elective I- Enterprise Networking and Satellite Communication	Yes Yes
4.	Data Warehousing and Mining and Advanced Database Systems	No	4.	Elective II Optimization Techniques and Customer Resources Management	Yes No
		No	5.	Project	

**B) Standard of Passing:-**

To pass the examination the student must secure 18 marks out of 75 marks in each Theory paper separately & 120 marks out of 300 marks in aggregate of all Theory papers and 12 marks out of 50 marks in each practical separately & 80 marks of out of 200 marks in aggregate of practical.

## **5.4 M. Sc. (INFORMATION TECHNOLOGY)**

**(Two Years Post Graduate Course)**

### **5.4.1. M.Sc. (Information Technology) Part – I&II**

#### **C) SUBJECTS:-For M.Sc. (Information Technology) Part-I & II**

<b>M.Sc. (Information Technology) Part - I</b>			<b>M.Sc. (Information Technology) Part - II</b>		
<b>Sr. No</b>	<b>Subject</b>	<b>Study Material</b>	<b>Sr. No.</b>	<b>Subject</b>	<b>Study Material</b>
<b>1.</b>	<b>Computer Simulation &amp; Modeling And Programming with Components</b>	<b>No</b>	<b>1.</b>	<b>Software Testing And Information Security</b>	<b>Yes</b>
		<b>Yes</b>			<b>No</b>
<b>2.</b>	<b>Mobile Computing And Advanced Computer Networks</b>	<b>Yes</b>	<b>2.</b>	<b>Artificial Intelligence and Robotics</b>	<b>No</b>
		<b>No</b>			<b>No</b>
<b>3.</b>	<b>Image Processing And Speech Recognition</b>	<b>No</b>	<b>3.</b>	<b>Elective I - Intelligent Systems and Neural Networks &amp; Fuzzy Systems</b>	<b>No</b>
		<b>No</b>			<b>No</b>
<b>4.</b>	<b>Data Warehousing &amp; Mining And Advanced Database System</b>	<b>No</b>	<b>4.</b>	<b>Elective II - Multimedia Systems &amp; Convergence of technologies and Java Technology</b>	<b>No</b>
		<b>No</b>			<b>No</b>
			<b>5.</b>	<b>Project</b>	

#### **D) STANDARD OF PASSING:-**

To pass the examination the student must secure 18 marks out of 75 marks in each Theory paper separately & 120 marks out of 300 marks in aggregate of all Theory papers and 12 marks out of 50 marks in each practical separately & 80 marks of out of 200 marks in aggregate of practicals.

Those of the successful students who obtain at least 60 per cent of the total marks obtainable at the two Parts taken together will be placed in the First Class and those who obtain at least 50 per cent of the total marks obtainable at the Two Parts taken together, in the Second class.

## **5.5 DETAILS OF COURSES IN FACULTY OF TECHNOLOGY**

### **Master of Computer Application Course (MCA)**

#### **Three years (Six semesters) Post Graduate Course**

##### **MCA - Term work**

**0.2648:** where a term work, Test and Internal Assessment in a subject is prescribed, every student shall have to produce a certificate from the Principal of his college of his having completed the same to the satisfaction of the Principal prior to his appearing for the examination.

The term work /Test will be evaluated internally by the teachers teaching the subject.

#### **5.5.1 First Year M.C.A. - Semester I & II**

##### **C) SUBJECTS**

#### **MCA FIRST YEAR SEMESTER: I & II**

**(With Study Material)**

<b>M.C.A. Semester - I</b>		<b>M.C.A. Semester - II</b>	
<b>Sr. NO.</b>	<b>Subject</b>	<b>Sr. NO.</b>	<b>Subject</b>
<b>1</b>	<b>Programming with C</b>	<b>1</b>	<b>Data Structures</b>
<b>2</b>	<b>System Analysis Design</b>	<b>2</b>	<b>Operating Systems</b>
<b>3</b>	<b>Computer Organization and Architecture</b>	<b>3</b>	<b>Accounting and Financial Management</b>
<b>4</b>	<b>Discrete Mathematics</b>	<b>4</b>	<b>Computer Graphics</b>
<b>5</b>	<b>Principles of Economics and Management</b>	<b>5</b>	<b>Probability and Statistics</b>
<b>6</b>	<b>Introduction to Web Technology</b>	<b>6</b>	<b>Communication and Soft Skills</b>

**N.B.:- ASSIGNMENT SUBMISSION OF M.C.A..**

**1. Students are asked to submit their respective Term Works/Assignments at their respective PCP centres. Only A.T.K.T. & Failed students should submit at I.D.O.L. in Room No. 12 at the time of receiving examination Hall Ticket.**

**2. Student who fails to submit his/her Term Works/Assignments in time, their Examination Hall Ticket will not be issued under any circumstances.**

#### **1.5.2 Second Year M.C.A. Semester III & IV**

##### **C) SUBJECTS**

#### **MCA SECOND YEAR: SEMESTER - III & IV**

**(With Study material)**

<b>M.C.A. Semester – III</b>		<b>M.C.A. Semester – IV</b>	
<b>Sr. NO.</b>	<b>Subject</b>	<b>Sr. NO.</b>	<b>Subject</b>
<b>1</b>	<b>Object Oriented Programming C++</b>	<b>1</b>	<b>Java Programming</b>
<b>2</b>	<b>Data Base Management Systems</b>	<b>2</b>	<b>Object Oriented Modeling and Design Using UML</b>
<b>3</b>	<b>Data Communication Networks</b>	<b>3</b>	<b>Network Security</b>
<b>4</b>	<b>Operation Research</b>	<b>4</b>	<b>Advance Database Techniques</b>
<b>5</b>	<b>Software Engineering</b>	<b>5</b>	<b>Elective I : Customer Resource Management</b>
<b>6</b>	<b>Management Information System</b>	<b>6</b>	<b>Software Project Management</b>

**N.B.:- ASSIGNMENT SUBMISSION OF M.C.A...**

1. Students are asked to submit their respective Term Works/Assignments at their respective PCP centres. Only A.T.K.T. & Failed students should submit at I.D.O.L. in Room No. 12 at the time of receiving examination Hall Ticket.
2. Student who fails to submit his/her Term Works/Assignments in time, their Examination Hall Ticket will not be issued under any circumstances.

**1.5.3 Third Year M.C.A. Semester V & VI**

**A) SUBJECTS**

**MCA THIRD YEAR: SEMESTER V / VI**

**M.C.A. Semester V / VI  
(With Study material)**

M.C.A. Semester – V		M.C.A. Semester – VI	
Sr. NO.	Subject	Sr. NO.	Subject
1	Software Testing	1	Project
2	Wireless Technology		
3	Distributed Computing		
4	Advanced Web Technologies		
5	Elective – 2 Logistics & Supply Chain Management		
6	Foreign Language		

**N.B.:- ASSIGNMENT SUBMISSION OF M.C.A..**

1. Students are asked to submit their respective Term Works/Assignments in respect of Sem. - V and the Project (Black Copy) in respect of Sem. – VI at I.D.O.L. in Room No. 12 as and when the date will be inform to the students by the Co-ordinator or the office inform the same through website.
2. Student who fails to submit his/her Term Works/Assignments/ Project in time, their Examination Hall Ticket will not be issued under any circumstances.

## **E) Standard of passing M.C.A. Semester VI**

0.2664: A student who has passed the semester III/IV examination and has satisfactorily completed the course for semester V will be permitted to enter upon the course for semester VI. Such a student will not be permitted to appear for semester VI examination. Unless he has passed semester III/IV previously.

0.2665: A student who has appeared simultaneously for semester V and semester VI examination and has failed to pass semester V examination but has, however, obtained passing marks in all the subjects of semester VI examination of Third Year examination for the degree of Master of Computer Application will not be declared to have passed semester VI examination unless he passes semester V examination in accordance with 0.213.

In order to be eligible for a class, the student must appear and pass each semester examination in not more than two sittings, further the student shall pass all the six semester examinations in not more than nine semesters after registration for the course.

### **Award of the classes**

Those of the successful students who obtain (i) 60 per cent of marks on the aggregate of the First Year, Second Year and Third Year examination taken together will be placed in the First Class, (ii) 70 per cent marks on the aggregate will be declared to have passed the examination with first class with Distinction and (iii) 50 per cent marks on the aggregate will be declared to have passed the examination in the Second Class.

### **Standard of passing M.C.A**

To pass in the individual subject of each semester examination, a student must obtain a minimum 45 percent of the full marks in (a) Theory paper and (b) term work, test and Internal Assessment, separately of that subject.

Those of the students who obtained 45 per cent of total marks obtainable in each theory paper, term work, test, class work and Internal Assessment, as the case may be, taken separately shall be declared to have passed the semester examination. A student who fails in an examination but has passed in any of the subjects of that examination may at his option be exempted from reappearing for the same at a subsequent attempt and will be declared to have passed the relevant semester examination when he has passed in the remaining subjects.

### **SUBMISSION OF M.C.A. ASSIGNMENTS**

1. Students are asked to submit their respective Term Works Assignments at their respective PCP centres.
2. Student who fails to submit his/her Term Works / Assignments in time, his/her Examination HALL TICKET will not be issued under any circumstances.

## SECTION -FOUR

### 6. RULES, REGULATIONS AND FACILITIES

#### 6.1. SCHOLARSHIP/FREESHIP

FOR (SC, ST, VJNT, SBC AND OBC STUDENTS)

**ADMISSION FEES FOR THE STUDENTS APPLYING  
SCHOLARSHIP/FREESHIP: ` 380/- F.Y/ S.Y. B.A./B.COM, F.Y./S.Y.  
B.SC.IT/COMP.Sc. AND ` 250/- CONVOCATION FEES APPLICABLE ONLY  
FOR (T.Y.B.A./B.COM.), M.A. /M.COM./M.SC. MATHS/IT/COMP.Sc-II), and  
MCA Third year.**

**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 Social welfare/Integrated Tribal development Office for any reason, the student will have to pay the entire fees to the Institute.
5. Freeship is not applicable to **OBC** students.
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 (original/attested xerox copies) 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./LLB Degree, D.Ed. 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.**

<b>Scholarship Scheme for all Reserved Category. (Annual Income below 1 lakh).**</b>	<b>Free ship Scheme (Annual Income above 1 lakh).</b>
1. Caste Certificate of the Student	
2. Father's Income Certificate from Tahasildar (Salary period from April 2011 to March 2012) for Scholarship Scheme.	
3. Form No. 16 In case Private Service <b>OR</b> Annual Income Certificate from Tahasildar for Freeship Scheme. (Salary period from April 2011 to March 2012).	
4. District Change Certificate (Other than Mumbai Suburban District Students) issued from District Social Welfare Officer <b>OR</b> Principal of last attended college (Aided College) (Original) mentioning the Scholarship/Freeship Sanction No. issued from Social Welfare Office.	
5. Non Creamy Layer Certificate for VJNT (A, B, C, D) and SBC for Freeship.	
6. School/College Leaving Certificate for ST Students for Scholarship/Freeship.	
7. Gap Certificate (If there is gap in Education). Affidavit from the Hon'ble Court (Minimum ` 100/- Stamp Paper).	
8. Ration Card (Showing the name of the student).	
9. Passport size photograph for Scholarship/Freeship.	
10. Statement of Marks (Passing) of previous year.	
11. Death Certificate (If Father /Mother is expired).	
12. Incase Female Married Student, Husband's Income Certificate & Marriage Certificate /Gazette.	

**\*\* Annual Income for ST and SC Category Students up to Rs. 2 Lakhs (For Scholarship).**

- 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, 4<sup>th</sup> Floor, Ramkrishna Chemburkar Marg, Chembur (East), Mumbai-400 071 for Scholarship Forms.

## **6.2. SUPPORT SERVICES**

### **6.2.1 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. **Attendance about 75% lectures and Practical are compulsory for IT courses only.** Though the lectures are not compulsory, it is an attempt to provide guidance to the Students in solving their academic difficulties.

### **6.2.2 CENTRES OF PERSONAL CONTACT PROGRAMME:**

**NOTE: Please note that the final list of PCP centres and detailed time table will be made available on university website: [www.mu.ac.in/idol](http://www.mu.ac.in/idol) and on Notice Board of IDOL after admission process .**

#### **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.

### **6.2.3 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.

### **6.2.4 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](http://www.mu.ac.in) for virtual class room lectures in the subjects of Commerce & Economics.

### **6.2.5 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.



## **6.2. 6 Free ship/Scholarship Facilities.**

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.380/- , 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.

### **6.2.7 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 2<sup>nd</sup> and 4<sup>th</sup> 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.

### **6.2.8 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.

### **6.2.9 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](http://www.mu.ac.in/idol)**.

### **6.2.10 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.

### **6.2.11 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.

## 6.3.RULES AND REGULATIONS

### 6.3.1 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).

### 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.

### **6.3.2 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.

### **6.3.3 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.25/- 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.50/- 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 Vidyanagari 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.

### **6.3.4 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 ATKT), 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.

### **6.3.5 Refund of Examination Fees**

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

1. Where a student expires in the period of the examination, the entire fee shall be refunded.
2. Where a student 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 student 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.

### **6.3.6 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, Vidyanagari, 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.

### **6.3.7 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.

### **6.3.8 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.

### **6.3.9 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 students 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.

### **6.3.10 Standard of Passing (F.Y.B.A./B.Com.):**

To pass the First Year B.A./B.Com examination a student 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 student 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.

### **6.3.11 Standard of Passing (T.Y.B.A. ):**

**R-1933** : To pass the Third Year B.A. examination a student 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 student must secure a minimum of 20 per cent of the marks assigned to each theory paper in the subject, at the examination.

Successful students 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 student 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 :** Students 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 students 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.

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

**R.1967 :-** Students 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 student 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 :** Students 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 0.2260.

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

If students 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.

### **6.3.13 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.



## SECTION-FIVE

### 7.COURSE DETAILS AT A GLANCE

Sr.	Course	Duration	Eligibility	Fees for General Category	Fees for Reserved Category
1.	<b>F. Y. B.A</b>	1 year	H.S.C.(XII) Or Equivalent Exam. Passed for admission to F.Y.B.A.	Rs. 3280/-	Rs. 380/-
2.	<b>S. Y.B. A</b>	1 year	1. F.Y.B.A passed or equivalent examinations of other universities OR 2. The Student must have allowed to keep term (ATKT) as per prevailing rules at the F.Y.B.A examination of University of Mumbai	Rs. 3060/-	Rs. 380/-
3.	<b>T. Y. B. A</b>	1 year	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.  1. The Student must have prevailing rule of Allowed to Keep Terms (ATKT) as Per 0.2217- 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.	Rs. 3210/-	Rs. 630/-  (Including Rs.250/- Convocation Fees)
4.	<b>F.Y.B.Com</b>	1 year	H.S.C (XII) Commerce or Equivalent Exam. Passed for admission to F.Y.B.Com.	Rs. 3280/-	Rs. 380/-
5.	<b>S. Y. B. Co</b>	1 year	F.Y.B.Com passed or equivalent examinations of other universities OR The Student must have allowed to keep terms (ATKT) as per prevailing rules at the F. Y. B. Com. examination of University of Mumbai	Rs. 3060/-	Rs. 380/-
6.	<b>T. Y. B.Com</b>	1 year	1. The Student must have passed F.Y.B.Com. and S.Y.B.Com. examination from University of Mumbai or equivalent examination of other University.  2. Student must have prevailing rule of Allowed to Keep Terms (ATKT) as Per 0.2221- B at the S.Y.B.Com. examination University of Mumbai. Students migrating from other Universities, require obtaining Eligibility Certificate to secure admission for T.Y.B.Com. course, from Eligibility Unit, Room No. 108, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina, Santacruz (E.), Mumbai – 400 098.  N.B. 1. A Student having vocational subjects at F.Y/S.Y courses are not eligible for admission to T.Y.B.Com. 2. A Student who has either passed in F.Y./S.Y.B.Com examinations or obtained ATKT in FYBCom or SYBCom examinations are eligible to get admission to TYBCom.	Rs. 3210/-	Rs. 630/-  (Including Rs.250/- Convocation Fees)
7.	<b>F.Y.B.Sc.</b>	1 year (Two	HSC (XII) with Mathematics with minimum 45% marks (minimum 40% for reserved category) / Diploma in	Rs. 16,260/-	Rs. 380/-

	(I. T.)	Semesters )	Engineering or equivalent.		
8.	S.Y.B.Sc (I.T.)*	1 year (Two Semesters )	1. Students should have passed F.Y.B.Sc (IT) in all subjects or equivalent exams of other university. OR Students failing not more than 200 marks of FYB.Sc (IT) examination (only for Students of University of Mumbai) will be eligible for SYBSc admission. OR Students should have passed 3 years diploma from any recognised states/ central boards will be eligible	Rs.16, 540/-	Rs. 380/-
9	T.Y.B.Sc. (I. T.)	1 year (Two Semesters )	Students should have passed in all subjects of F. Y. & S.Y. B. Sc. (IT) orequivalent examination of other universities. Students should have passed in all subjects of FY B. Sc (IT) and failed not more than 200 marks in SYB. Sc (IT) from University of Mumbai.	Rs.17, 870/-	Rs. 630/-
10.	F.Y.B.Sc. (Computer Science)	1 year	HSC (XII) Science with Mathematics or equivalent.	Rs.12,265/-	Rs.380/-
11	S.Y.B.Sc. (Computer Science)	1year	1. Students should have passed F.Y.B.Sc (Comp.Sc.) in all subjects or equivalent exams of other university. OR Students failing not more than 200 marks of FYB.Sc (Somp.Sc.) examination (only for Students of University of Mumbai) will be eligible for SYB.Sc admission. OR Students should have passed 3 years diploma from any recognised states/ central boards will be eligible.	Rs.14,245/-	Rs.380/-
12	T.Y.B.Sc. (Computer Science)	1 year	Students should have passed in all subjects of F. Y. & S.Y. B. Sc. (Comp.Sc.) orequivalent examination of other universities. Students should have passed in all subjects of FY B. Sc (Comp.Sc.) and failed not more than 200 marks in SYB. Sc (Comp.Sc.) from University of Mumbai.	Rs.16,410/-	Rs.630/-  (Including Rs.250/- Convocation Fees)
13.	F.Y.B.Sc. (Nautical Technology)	1 year	XII Science with PCM & English & Sponsored by a shipping company for providing 24 months a practical structured ship-board training as an officer trainee in the Nautical Department of a sea- going ship as approved sea-going service.	Rs.12,315/-	Rs. 12, 315/-
14	S.Y. B.Sc.* (Nautical Technology)	1 year	<ul style="list-style-type: none"> <li>The student should have passed the first Year B.Sc.Nautical Technology Examination.OR ATKT not more then Two subjects will permitted to take Admission in S.Y. Nautical Technology course.</li> <li>The students has already performed a minimum of eight months of practical shipboard training as approved sea-going service as an officer trainee in the Nautical Department of a sea-going ship(Testimonialto be attached as proof in the form of “sea-time Certificate” from the shipping company.OR Attested copy of Continus Discharge Certificate Or Certificate of Competency as navigating officer.</li> </ul>	Rs.12,315/-	Rs.12,315/-
15	T.Y.B.Sc. (Nautical Technology)	1 year	<ul style="list-style-type: none"> <li>Student should have passed F.Y and S.Y. Nautical Technology Examination.</li> <li>The students has already performed a minimum of Twenty-Four months of practical shipboard training as approved sea-going service as an officer trainee in the Nautical Department of a sea-going ship(Testimonialto be attached as proof in the form of “sea-time Certificate” from the shipping company.OR Attested copy of Continus Discharge Certificate Or Certificate of</li> </ul>	Rs.12,565/-	Rs.12,565/-

			Competency as navigating officer. OR A candidate should have passed Three year Diploma course in Nautical Science from BITS Pillani, Rajasthan Will get direct admission to Third year Nautical Technology course after obtaining eligibility certificate.		
16.	<b>M.A. Part I</b>	1 year	Any Bachelor Degree from a Statutory University.	Rs.5,525/-	Rs. 780/-
17	<b>M.A. Part II</b>	1 year	<ul style="list-style-type: none"> <li>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.</li> <li><b>0.2239:-</b> No student 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.</li> <li><b>0.2245:-</b> 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.</li> </ul>	Rs. 4, 350/-	Rs. 1030/-  (Including Rs.250/- Convocation Fees)
18.	<b>M.A. Part-I (Education)</b>	1 year	B.Ed / B.A.(Education) Degree	R 7, 500/-	Rs. 7, 500/-
19.	<b>M.A. Part-II (Education)</b>	1 year	<ul style="list-style-type: none"> <li>M.A. (Edu.) Part I Students can take admission to M.A. (Edu.) Part II course irrespective of pass or fail in M.A. (Edu.) Part I examination. However, they will not be allowed to write M.A. (Edu.) Part II examination unless they pass M.A.(Edu.) Part I examination held in the month of Oct/Nov. and submission of M.A. (Edu.) Part – I mark sheet.</li> <li><b>0.2239:-</b> No student 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.</li> <li><b>0.2245:-</b> 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.</li> </ul>	Rs. 6, 000/-	Rs.6, 000/-
20.	<b>M.Com Part-I</b>	1 year	B.Com / BMS Degree	Rs. 5, 525/-	Rs. 780/-
21.	<b>M.Com Part-II</b>	1 year	<ul style="list-style-type: none"> <li>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.</li> <li><b>0.2313:-</b> No student 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.</li> <li><b>0.2314:-</b> A student 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.</li> <li>Students will not be permitted to appear for M.Com. Part II examination unless he/she has</li> </ul>	Rs. 4, 350/-	Rs. 1030/-  (Including Rs.250/- Convocation Fees)

			passed the Part I examination, previously.		
22.	<b>MA/M.Sc. Part-I</b> (Mathematics)	1 year	B.A./ B.Sc with minimum 6 papers in Mathematics.	Rs. 5, 425/-	Rs. 780/-
23	<b>MA/M.Sc. Part-II</b> (Mathematics)	1 year	<ul style="list-style-type: none"> <li>0.2239:- No student will be permitted to appear for the M.A./ M.Sc (Maths) part – II examination unless he has taken the bachelors degree earlier, in person or in absentia at a Convocation.</li> <li>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.</li> </ul>	Rs. 4, 350/-	Rs. 1030/-  (Including Rs.250/- Convocation Fees)
24.	<b>M.Sc. (I.T.) Part I</b>	1 year	B Sc. with Comp. Sc. OR B Sc. IT. OR BCS OR B.E. in any branch	Rs. 12,025/-	Rs. 780/-
25	<b>M.Sc. (I.T.) Part II</b>	1 year	<ul style="list-style-type: none"> <li>M.Sc. Part I students can take admission to M.Sc. Part II Course irrespective of pass or fail in M.Sc. part I examination. However, they will not be allowed to write M.Sc. part II examination unless they pass M.Sc. part- I examination held in the month of Oct/Nov. and submission of M.Sc. Part - I Mark sheet within ten days after declaration of result.</li> <li><b>0.2239:-</b> No student will be permitted to appear for the M.Sc. Part II examination unless he has taken the Bachelors degree earlier, in person or in absentia at Convocation.</li> </ul>	Rs. 10,850/-	Rs. 1030/-  (Including Rs.250/- Convocation Fees)
26.	<b>M.Sc. Part I</b> (Computer Science)	1 year	B Sc. with Statistics or Physics or Mathematics or B.Sc. Comp. Sc. or B Sc. IT	Rs. 12,025/-	Rs. 780/-
27	<b>M.Sc. Part II</b> (Computer Science)	1 year	<ul style="list-style-type: none"> <li>M.Sc. Part I students can take admission to M.Sc. Part II Course irrespective of pass or fail in M.Sc. part I examination. However, they will not be allowed to write M.Sc. part II examination unless they pass M.Sc. part- I examination held in the month of Oct/Nov. and submission of M.Sc. Part - I Mark sheet within ten days after declaration of result.</li> <li><b>0.2239:-</b> No student will be permitted to appear for the M.Sc. Part II examination unless he has taken the Bachelors degree earlier, in person or in absentia at Convocation.</li> </ul>	Rs. 10,850/-	Rs. 1030/-  (Including Rs.250/- Convocation Fees)
28.	<b>M.C.A. (First Year)</b>	1 year (Two Semesters )	Graduate in any faculty with minimum 45% marks (40% for reserved category) and Mathematics at XII or higher level. Admission through Entrance Test	Rs. 15,715/-	Rs.380/-
29	<b>M.C.A. (Second Year)</b>	1 year (Two Semesters )	<ul style="list-style-type: none"> <li><b>0.2655 :</b> A student who has passed the semester I examination and has satisfactorily completed the terms for the semester II. Provided, however a student who has passed the semester II examination but has failed in semester I will also</li> </ul>	Rs. 14,870/-	Rs. 380/-

			<p>be permitted to enter upon the course for semester III.</p> <ul style="list-style-type: none"> <li>• <b>0.2656:</b> A student who has appeared simultaneously for semester I/II and semester III examination and has failed to pass semester I/II examination but has, however, obtained passing marks in all the subject of semester III examination of the Second year examination unless the passes semester I/II examination in accordance with 0.213.</li> <li>• Such a student will however be allowed to keep term for semester IV examination.</li> </ul>		
30	<b>M.C.A.</b> (Third Year)	1 year (Two Semesters)	<ul style="list-style-type: none"> <li>• <b>0.2661:</b> A student who has passed the semester III examination and has satisfactorily completed the course for semester IV will be permitted to enter upon the course for semester V, provided, however, a student who has passed semester IV examination but has failed in the semester III will also be permitted to enter upon the course for semester V.</li> <li>• <b>0.2662:</b> A student who has appeared simultaneously for semester III/ IV and semester V examination and has failed to pass semester III/IV examination but has, however, obtained to passing marks in all the subject of semester V examination of Third Year examination will not be declared to have passed semester V examination unless he passes semester III/IV examination in accordance with 0.213.</li> </ul> <p>Such a student will, however, be allowed to keep terms for semester VI examination.</p>	Rs.14, 120/-	Rs. 630/-  (Including Rs.250/- Convocation Fees)
31.	<b>PGDFM Part I</b>	1 year	Graduate in any faculty with 2 years work experience in any Organization. Defence persons who are not degree holders are admitted to the course.	Rs. 4, 285/-	Rs. 4, 285/-
32.	<b>PGDFM Part II</b>	1 year	<ul style="list-style-type: none"> <li>• Eligibility for the Course: Student must have passed at least one paper of First Year PGDFM Courses.</li> <li>• O2239 : No Student will be permitted to appear for the Second year PGDFM Examination unless he has taken the bachelors degree earlier, in persona or in absentia at a convocation.</li> </ul>	Rs. 3, 710/-	Rs. 3, 710/-
33.	<b>PGDORM Part I</b>	1 year	Graduate in any faculty with 2 years work experience in any Organization. Defence persons who are not degree holders are admitted to the course.	Rs. 4, 285/-	Rs. 4, 285/-
34.	<b>PGDORM Part II</b>	1 year	<ul style="list-style-type: none"> <li>• Eligibility for the Course: Student must have passed at least one paper of First Year PGDORM Courses.</li> <li>• O2239 : No Student 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.</li> </ul>	Rs. 3, 710/-	Rs. 3, 710/-

\* Students having passed Diploma in Engineering are eligible for S.Y. B.Sc. IT course.

\*\* Diploma in Nautical Technology from only BITS Pilani Pass Students are eligible for T.Y.B.Sc.Nautical Technology Course.