

UNIVERSITY OF MUMBAI
INSTITUTE OF DISTANCE AND OPEN LEARNING (IDOL)
Estab.1971

Students Enrollment: 1971-1972:- 845, 2008-2009 :- 69,792

UGC – NAAC has awarded 5 STAR rating to the University of Mumbai.
Amongst the top 500 Universities in the World and 130th Position in Asia.
A University with Potential for Excellence.

PROSPECTUS FOR 2009 – 2010

BA, B.Com, MA, MA-Education,
M.Com, M.Sc. Mathematics,
PGDFM & PGDORM

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June - 2009

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1. INTRODUCTION

1.1 ABOUT THE UNIVERSITY OF MUMBAI

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

It has been accredited Five Star status by NAAC and University with Potential for Excellence Award by UGC. It is one amongst the top 500 Universities of the world & 130th Position in Asia.

The University of Mumbai has two campuses having area of 230 acres at Vidyanagari Kalina, Santacruz (East), and 13 acres at Fort. Around 550 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 ABOUT THE INSTITUTE

University started its correspondence education on 24th March 1971. It was known as "Directorate of Correspondence Courses." In the year 1985 the "Directorate of Correspondence Courses." was upgraded as "Directorate of Distance Education". In the year 1993 the "Directorate of Distance Education" was upgraded as "Institute of Distance Education". In 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.

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

University of Mumbai is the 7th University in the country which started Distance Education Programme in a conventional set up. Initially it started with the registration of 845 students which has grown up to a staggering figure of about 70,000 in the last academic year. Students are also giving excellent response by topping the merit list of the University and have bagged Gold Medal in M.A. Sanskrit, M.A. Marathi and Chancellor's Medal in M.A. Hindi. There are a good number of students securing 1st Class at B.A. / B.Com. and M.A. / M.Com. level during last year. Many students of IDOL have gone abroad for seeking higher education in USA, UK, and Australia, Canada, New Zealand etc. during last year. Many well known film personalities have been also enrolled in IDOL.

All courses are offered by the Institute are approved from Distance Education Council, New Delhi, Vide Letter No. F. No./DEC/UNIV/State/07/5620 dated 3.9.07.

1.3 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 fields.
2. To provide education for poor and such other people who cannot attend regular face to face classroom 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 he can acquire knowledge in new areas.

1.4 SPECIAL FEATURES

1. The Institute is presently located in its own building of about 77,000 square feet area.

2. 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.
3. The learning process of the Institute is mainly through the medium of printed study materials.
4. Audio Visual and Electronic aids are being added in some subjects as a reference resource.
5. The Institute is also developing the Virtual Learning Class-rooms (VLC) facility for the students.
6. The Institute has an independent Library and two reading rooms for the students. Thirty-six thousand books are available with a good number of journals of national and international repute.
7. Guidance Lectures (Personal Contact Programmes) are conducted every year at about 60 centres in Mumbai and around.
8. Counselling to the students at any time during office hours at Head Quarter is available 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 learner oriented & the learner is an active participant in the teaching learning process.

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

1. Printed study materials are basically in English & wherever possible in Marathi also. The question-papers in the subject other than languages are printed in English with Marathi version. The students can write their answers in English, Marathi, Hindi or Gujarati if they indicate their choice for medium of answering in their Examination Form.
2. Face to face interaction with teachers at PCP centres & Counselling at IDOL by the core faculty, between the time 3.00 p.m. to 5 p.m. from Mon. to Sat. (Excluding 2nd & 4th Saturday of every month and public holidays) in Room No. 105 A, IDOL.



2. ADMISSION

2.1 ADMISSION KIT

The admission kit containing the Prospectus, the Admission Form, the Examination Form and other relevant forms, will be available at the Institute or at the Admission Sub centres as given in 2.4 on payment of prescribed fees of Rs. 100/- from 11.00a.m. to 2.30 p.m. (with lunch break from 1.00 p.m. to 1.30 p.m.) from Monday to Friday. To obtain the same by post write to: **The Professor-cum-Director, Institute of Distance and Open Learning , University of Mumbai, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari Campus, Santacruz (East), Mumbai 400 098**, giving following particulars.

1. Name and Address with Telephone Number
2. Course (with subjects)
3. A demand draft/pay order for Rs. 100/- drawn in favour of “**Director, IDOL, University of Mumbai**” on any Scheduled Bank payable at Mumbai with validity period of six months. (Please note that postal order/money order/cheque are **NOT** accepted by the Institute.)
4. **Demand of Admission kit by Post:** If you are unable to come in person to collect the admission kit, you may send demand draft for Rs. 150/- Rs. (100/- cost of admission kit and Rs. 50/- for postal charges) **in favour of Director, IDOL, University of Mumbai**, mentioning the course and complete postal address.

2.2 ADMISSION PROCEDURE

1. Fees is to be paid by Demand Draft/Pay Order only, Write your Surname, Name, Address, Telephone Number, Class, Form No. and Date of Payment of fees on the reverse side of the DD/Pay Order.
2. Furnish all the information's correctly and neatly on the application form.
3. Affix one **passport size recent photograph**, on the Admission form, second on examination form and another photo on the Identity Card.
4. Submit the application duly completed and signed along with the **Original Certificates and self attested copies** to the staff at the respective counters for verification.
5. Alonge with Accounts-cum-Receipt Form duly filled in ABCD Parts and Collect '**D**' part of the **Account-cum-Receipt Form and your Identity Card**. duly signed and stamped as the **RECEIPT** of payment of fees for your record.
6. Collect the Study Material from the Ground Floor of the Institute. **(Room No. 5)**
7. If you are not in a position to come in person to the Institute for securing admission, **You may send your application by registered post to the Director**, along with the Certificates and other documents as mentioned above and a Demand Draft/Pay Order for the amount of fees for the course so as to reach the Institute in time before the last date fixed for accepting the admission forms. Identity Card and part 'D' of the Account-cum-Receipt and Study Material will be dispatched by Registered Post Parcel only .The application received by the post after the last date is liable to be rejected.
8. **Those students passing in supplementary examination (i.e October/November) of the current academic year, will not be permitted to take admission in the next class for the same year.**
9. Roll no will be allotted to students in the month of February, 2010 and it will be uploaded on university web site: www.mu.ac.in. Students are requested to check their Roll Number displayed on university web site.
10. Right to admissions is reserved with the Director, IDOL.

2.2 A COMMON DOCUMENTS FOR ADMISSION OF ALL COURSES (All Xerox Copies should be Self Attested):

1. Date of Birth Proof - Two self attested Xerox copies.
2. Proof of Residence: - Produce residence proof (any one of the following : Election Card/Driving License/Telephone Bill /Electricity Bill /Ration Card/ Society Letter/ Agreement with one attested Xerox copy).
3. Three Recent Passport size Photographs.
4. Eligibility Certificat:- Only the students from CBSE, NIOS other than Maharashtra State H.S.C. Boards, and Dip. Ed. will have to obtain the Eligibility Certificate which will be issued from Eligibility Unit, Institute of Distance and Open Learning Bldg. Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Santacruz (E) Mumbai – 98, **before the admission**. Original with three self attested photocopies.
5. Statement of Marks of all attempts of all lower Exams are required to submit with three xerox copies.

2.3. ELIGIBILITY CASE:- (For other University and CBSE / NIOS / other State Board Candidates)

The students from CBSE, NIOS, H.S.C. Boards other than Maharashtra State, Dip. Ed. and Degree from other than Mumbai University, will have to obtain the Eligibility Certificate which will be issued from Eligibility Unit, Room No.108, Institute of Distance and Open Learning Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Santacruz (E.) Mumbai – 98, before the admission. Original with one self attested photocopy for Provisional Statement of Eligibility Certificate. Such students are requested to collect admission form and immediately apply for provisional Eligibility Certificate, may take 8 to 10 days. Without provisional Eligibility Certificate student will not be allowed to take admission in any course.

N.B.: Refund of Eligibility fees: Those candidate who failed to get the Eligibility Certificate can claim for refund of eligibility fees after admission process of IDOL.

2.3.1 Required Documents for Eligibility Certificate before the admission:

1. H.S.C and onwards all Examinations (F.Y., S.Y. & T.Y.) Original + 2 attested Xerox copies of Mark sheet.

2. Proof of Date of Birth.
3. Proof of Residence.
4. Gap Certificate, if applicable.
5. Migration / T.C. Certificate.
6. Convocation / Degree certificate.

2.4 ADMISSION SUB CENTERS:-

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

Name of the College and Address

WESTERN LINE:

CHURCHGATE: IDOL Library, Vidyapeeth Vidhyarthi Bahvan, B-Road.

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

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

VASAI : Annasaheb Vartak College of Arts, Kedarnath Malhotra College of Commerce and E.S. Andrades College of Science, Vasai Road, Dist. Thane 401 202.

CENTRAL LINE:

BHANDUP : D.A.V. College of Arts, Sc. & Com., Bhandup (W), Mumbai – 400 078.

THANE: Dnyansadhana College, Parab Vadi, Service Road, Thane (W).

MUMBRA: M.S. College of Arts, Science and Commerce, M.H. Mohani Road, ARC Compound, Mumbra, Kausa, Dist- Thane.

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

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

KALYAN:
1. Birla College, Kalyan (W), Dist. – Thane, PIN- 421301.
2. Samyak Sankalpa College of Arts, Commerce & Science, Near Jarimari Temple, Tisgaon, Kalyan (East), Dist. Thane 421 306.

ULHASNAGAR: 1. Seva Sadans College of Education, Opp. Central Hospital, Ulhasnagar-3

HARBOUR LINE : NAVI MUMBAI

VASHI : Rajiv Gandhi College, Sector 10 A, Vashi, New Mumbai – 400 703.

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

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

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

RATNAGIRI DISTRICT

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

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

3. COURSES IN FACULTY OF ARTS

3.1 Under Graduate Courses:

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

3.1.1 F.Y.B.A.Course: Total Marks 600 – in 6 papers.

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

B) Required Documents:

1. XII Std. Original Mark sheet and original XII Passing certificate with three self attested Xerox copies.
2. Original Leaving Certificate + three self attested Xerox copies.

(N.B.: For other required documents please refer Page No. 4 of this prospectus.)

H.S.C. Passing Certificate – The students who have passed their HSC examination before current academic year, he/she has to submit his/her HSC passing certificates at the time of admission. Those who have passed their HSC examinations in the month of March of the same year have to submit their HSC passing certificate in the month of **December**, of the same Academic Year.

C) Admission Fees for the course :-

(a) Rs. 2300/- for the students of General Category.

(b) Rs. 120/- for the students of Reserve Category (Only for those who apply for Freeship/Scholarship Scheme)

(D) Subjects to be offered:

Compulsory Subjects (3 Papers)

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

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

Group A - Social Science - I

Name of the Subject	Study Material available in English	Study Material available in Marathi
Psychology -Paper - I (General Psychology)	No	No
Economics - Paper-I (Economic Theory)	Yes	Yes
History - Paper - I (Land Marks in world History from Renaissance to 1945AD)	Yes	Yes
Sociology - Paper - I Foundation of Sociology	Yes	Yes
Political Science – Paper – I (Introduction to Politics)	Yes	Yes
Commerce - Paper I (Introduction to Commerce and Business Organization)	Yes	Yes

Group A - Social Science - II (Any one)

Philosophy – Paper I (Moral Philosophy) OR	Yes	No
Rural Development (Introduction to Rural Development) OR	Yes	Yes
Education – Paper –I (Principles of Education)	Yes	No

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

Marathi Literature, Hindi Literature, Urdu Literature &
English Literature (Reading Fiction & Drama - Study Material Available)

N.B.:- There is no Study Material in any of the subjects under Ancillary (Optional) Language Group.

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

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

OR

- 2) The student must have prevailing rule of Allowed to keep Terms (ATKT) as per 0.2163 A at the F.Y.B.A. examination of University of Mumbai.

B) Required Documents:

1. Original Mark sheets with three self attested Xerox copies of F.Y. Passed or ATKT Marksheet.
2. Original No Objection Certificate of current academic year with three attested Xerox copies obtained from previous college affiliated to University of Mumbai.
3. Identity card of previous Course (for old IDOL Students).

N.B. :- **1. Original Certificate will be returned after verification of Form.**

2. For other required documents please refer page no. 4 of this Prospects.

Student admitted for the Course on the basis of provisional eligibility certificate, require to submit the original migration and passing certificate before 31st December.

Confirmation of Admission:

Admission of the student will be provisional in the first stage. It will be confirmed only on submission of the relevant documents/certificates viz TC., Migration Certificate, Statement of Marks passing/Degree certificate etc. by the student and the approval by the competent authority of the IDOL and the University of Mumbai in due course.

C) Admission fees for the course:-

(a) Rs. 2300/- for the students of General category.

(b) Rs. 120/- for the students of Reserve category. (Only those apply for scholarship freship scheme)

D) Subjects:-

Compulsory Subjects

Sr.No	Name of the Subject	Study Material Available in English	Study Material Available in Marathi
1.	Foundation Course - Paper II (Rev.) (Story of Science and Ecological Studies)	Yes	Yes
2.	Applied Component Group (Any ONE of the following)		
	a) Journalism	Yes	No
	b) Business Communication	Yes	No
	c) Advertising	Yes	No

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

Name of the Subject	Study Material Available in English	Study Material Available in Marathi
Psychology – II – Social Psychology	Yes	No
III – Developmental Psychology	Yes	No
Philosophy (Rev) – Paper II - Indian Philosophy	No	No
Paper III- History of Western Philosophy	Yes	No
Economics (Rev) - Paper II - Macro Economics	Yes	No
Paper III – Policies and Prospects of Indian Economy.	No	No
History - Paper II - History of Asia (1900--1976)	Yes	Yes
Paper III - Ancient India (Up to 1000 AD.)	Yes	No
Sociology(Rev) - Paper II - Indian Society :Concept, Structure and process.	No	Yes
Paper III - Emerging Issues in Indian society.	No	Yes
Political Science - Paper II -Indian Political System	Yes	No
Paper III - Public Administration	Yes	No
Commerce - Paper II - Business Management	Yes	No
Paper III - Principles and Practices of Marketing	Yes	Yes
Rural Development		
Paper II - Rural Society and its problems	Yes	No
Paper III - Rural Govt., Administration & Policy	Yes	Yes
Education Paper II - Educational Psychology	Yes	No
Paper III - Guidance & Counselling	Yes	No
English Literature (Ancillary Language)		
Paper II – Reading Poetry	Yes	--
Paper III – Indian writing in English & Indian Literature in Translation	Yes	--
Marathi Literature Paper II	--	No
Paper III	--	No
Hindi Literature Paper II	--	No
Paper III	--	No
Urdu Literature Paper II	--	No
Paper III	--	No

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

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

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

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

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

3.1.3 T.Y.B.A. – Course

Total Marks 600 - in 6 Papers

A) Eligibility for Admission:

- 1) The student must have passed F.Y.B.A. and S.Y.B.A. examination from University of Mumbai or equivalent examination of other University.
- 2) The student must have prevailing rule of A.T.K.T. / Allowed to keep Terms (ATKT) as Per 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.

B) Required Documents:

- 1 Original Mark sheets with three self attested Xerox copies of all the lower Examinations (i.e FY & SY) Passed /ATKT Mark sheet.
2. Admission Transfer from any College to IDOL for S.Y.B.A.: Original No Objection Certificate of current year with three attested Xerox copies obtained from previous college affiliated to University of Mumbai.
3. Identity card of previous Course (for old IDE Students).

N.B.:i) Original Certificate will be returned after verification of admission Form.

Student admitted for the Course on the basis of provisional eligibility certificate, require to submit the original migration and passing certificate before 31st December.

ii) For other required documents please refer page No, 4 of this Prospectus.

Confirmation of Admission:

Admission of the student will be provisional in the first stage. It will be confirmed only on submission of the relevant documents/certificates viz TC., Migration Certificate, Statement of Marks passing/Degree certificate etc. by the student and the approval by the competent authority of the IDOL and the University of Mumbai in due course.

C) Total fees for the course:-

(a) Rs. 2600/- (Including Convocation fees) for students of General Category.

(b) Rs 370/- (Including Convocation fees) for students of Reserve category.

Sr. No.	Name of the Subject	Study Material available in English	Study Material available in Marathi
1.	POLITICAL SCIENCE (3 Papers only)(Revised)		
	Paper IV Political Process in Maharashtra	No	No
	Paper V Political thought.	No	No
	Paper VI Major Issues in contemporary politics.	No	No
2.	COMMERCE (3 Papers only)		
	Paper IV Personnel Management	Yes	No
	Paper V Fundamentals of Finance (Production Management)	Yes	No
	Paper VI Management of Small Scale Industries	Yes	No

3.	SOCIOLOGY (3 Papers IV, V VI or 6 Papers from Papers IV & IX) (Revised Courses)	No	No
	Paper IV Social Theory	No	No
	Paper V Sociology of Work	No	No
	Paper VI Gender and Society	No	No
	Paper VII Sociology of Human Resources Development	No	No
	Paper VIII Urban Sociology	No	No
	Paper IX Research Methodology	No	No

4.	HISTORY (3 Papers with Paper IV, V & VI or 6 Papers from Papers IV to IX)	Study Material in (English)	Study Material in (Marathi)
	Paper IV - Medieval India (1000 AD to 1707 AD)	Yes	Yes
	Paper V - Modern India (1857-1984)	Yes	Yes
	Paper VI- Archaeology, Musicology, & Library Science.	Yes	No
	Paper VII History of the Marathas (1600-1818)	Yes	No
	Paper VIII Contemporary World (1945-2000 A.D.)	Yes	Yes
	Paper IX - Elements of Research Methodology.	Yes	No
5.	EDUCATION- (3 papers Only)		
	Paper IV Indian Education System, Structure & Problem	Yes	No
	Paper V Communication Mode in Education	Yes	No
	Paper VI Educational Evaluation	Yes	No
6.	PSYCHOLOGY (Revised) (3 Papers only)		
	Paper IV - Psychological Testing and Statistics	Yes	No
	Paper V - Abnormal Psychology	Yes	No
	Paper VI - Industrial and Organizational Psychology	No	No
7.	ECONOMICS (3 Paper with Paper IV, V & VI or 6 Papers from Papers IV to IX) (Old Course)		
	Paper IV - Advanced Economic Theory	No	No
	Paper V - Growth and Development	No	No
	Paper VI - Indian Financial System	No	No
	Paper VII - Economic of Rural Development	No	No
	Paper VIII - Economic History of India (1850-1947)	Yes	Yes
	Paper IX - Entrepreneurship and Small Scale Industrial Management	Yes	Yes
8.	ENGLISH LITERATURE 3 Papers only (Revised w.e.f. 2008-09 for IDOL students)		
	Paper IV British Literature from 1550-1750	No	--
	Paper V English Language and Literary Criticism	Yes	--
	Paper VI Rhetoric, Composition and Applied Language Skills. OR	No	--
	Theory and Practice of Translation	No	--
9.	MARATHI LITERATURE (Revised) (3 Papers with Paper IV, V & VI or 6 Papers from Papers IV to IX)		Study Material in Marathi
	Paper – IV History of Marathi Literature	--	Yes
	Paper – V Theory of Literature & Literary Criticism	--	Yes
	Paper – VI Literature & Society	--	Yes
	Paper –VII Intro. to Linguistics & Outline of Marathi Grammar	--	Yes
	Paper –VIII The Study of an Author	--	No
	Paper –IX Translation, Literary Essay & Project	--	Yes

10.	HINDI LITERATURE 3 Papers Only Or 6 papers IV to IX (Revised i.e. 2008-09 for IDOL students)		Study Material in Hindi
	Paper – IV History of Hindi Literature	--	No
	Paper – V Post Independent Hindi Literature	--	No
	Paper – VI Social Perspective of Modern Literature	--	No
11.	URDU LITERATURE (Revised) 3 Papers Only	--	S.M.In Urdu
	Paper IV Essay, Translation , Grammar and Prosody	--	No
	Paper V Extensive Study of Post & Prose Writer	--	No
	Paper VI Urdu Journalism	--	No

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.

3.2 POST GRADUATE COURSES:

M.A. Part – I / II

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

3.2.1 M.A. Part – I

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

1. Those who have passed the Bachelor's Degree Examination of this University in any faculty or equivalent degree from other University.

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

Students admitted on basis of provisional eligibility are required to submit Migration Certificate from their previous Universities before end of term.

Students admitted on the basis of Provisional Statement of Eligibility should submit to the IDOL office the Migration Certificate in original with the Statement of Marks and Passing / Degree Certificate of the qualifying examination in original for confirmation of eligibility for admission to the said course before the close of the first term failing which their admission is liable to be cancelled.

B) Required Documents:

1. Bachelors Degree Examination Mark sheet Original*with Three self attested Photocopies.
2. Identity card of previous Course (for IDOL Old Students).

(N.B.: For other required documents please refer page no. 4 of this Prospectus.)

C) Fees for the M.A. Part – I

- (a) Rs. 3800/- with study material for General category.
- (b) Rs. 3300/- without study material for General category. And
- (c) Rs.120/- for Reserve category. (only those who apply for Scholarship/Freeship Scheme)

M.A. Part – II

A) Eligibility for Admission:

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

O.2239:- No candidate will be permitted to appear for the M.A. Part II examination unless he has taken the Bachelors degree earlier, in person or in absentia at Convocation.

B) Required Documents:

1. Bachelor's Degree /Convocation Certificate & Part – I Pass Mark sheet Original *with three attested Photocopies.
2. Identity card of previous Course (for IDOL Old Students).

N.B.: 1. Original Certificate will be returned after verification of Form.

2. For other required documents please refer page no. 4 of this Prospectus.

C) Fees for M.A.Part – II:

(a) Rs. 2300/- With study material for General category including Convocation fees.

(b) Rs.1800/- Without study material for General category including Convocation fee and

(c) Rs.370/- for Reserve Category including Convocation fees. (only those who apply for Scholarship/Freship Scheme)

D) SUBJECTS OF M.A. PART – I / II

MARATHI (With Study Material)

MA-I	Papers Name	STUDY MATERIAL	MA-II	Papers Name	STUDY MATERIAL
P- I	Study of Forms of Literature - Drama	No	P-II	Study of an Ancient Period	Yes
P- III	History of Marathi Literature	Yes	P-IV	Theory of Literature	Yes
P- V	Linguistic Study of Marathi Language	Yes	P-VI	Applied Criticism	Yes
P-VII	Modern Marathi Prose & Poetry	No	P-VIII	Dalit Sahitya OR Lok Sahitya	No Yes

SOCIOLOGY (With Study Material only M.A.Part I)

MA-I	Papers Name	STUDY MATERIAL		MA-II	Papers Name	STUDY MATERIAL	
		Eng.	Mar.			Eng.	Mar.
P- I	Theoretical Perspectives of Sociology	Yes	No	P-V	Industry labour and Society	No	No
P- II	Theoretical Anthropology	Yes	No	P-VI	Environment and Society	No	No
P- III	Sociology of Development	Yes	No	P-VII	Sociology of Social Movements	No	No
P- IV	Perspectives of Indian Society	Yes	No	P-VIII	Gender and Society	No	No

HISTORY (With Study Material)

MA-I	Papers Name	STUDY MATERIAL		MA-II	Papers Name	STUDY MATERIAL	
		Eng.	Mar.			Eng.	Mar.
P- I	History of Modern Maharashtra(1818-1920)	Yes	No	P-V	Historical Method and Philosophy of History	Yes	No
P- II	Indian National Movement(1858-1947) OR Dalit Movement (1900-1990)	Yes No	No No	P-VI	History of U.S.A. in 20 th Century.	No	No
P- III	History of Europe (1789-1919)	Yes	No	P- VII	History of Maritime Trade in India 17th, 18th and 19th Centuries OR History of Buddhism & Jainism up to 1000 A.D.	No Yes	No No
P-IV	History of China (1900-1992) OR History of South East Asia(1900-1992)	Yes No	No No	P- VIII	Social, Economic and Administrative History of Ancient India (up to 1000 A.D.) OR Social, Economic and Administrative History of Marathas (1630-1818 A.D.)	No Yes	No No

ECONOMICS (Without Study Material)

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

POLITICS (Without Study Material)

MA-I	Papers name	MA-II	Papers name
	Group-I Compulsory		Group-I Compulsory
P- I	Political Theory	P-III	International Politics
P- II	Selected Issues and Themes in Indian Politics	P-IV	Public Administration
	Sub-Group-E-Indian Studies		Sub-Group-E-Indian Studies
P- I	Foreign Policy & Diplomacy with Special reference to India	P-III	State Politics in India
P- II	Modern Indian Political Thought (Paper-I)	P-IV	Comparative Political Analysis

HINDI (Without 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 (Without Study Material)

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

Notice:-Students desirous of taking admission into M.A (Urdu) and M.A (Sanskrit) can do so without any support from IDOL including Syllabus and Study Material.

3.2.3 M.A. – EDUCATION PART- I.

A) Eligibility for Admission:

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

B) Required Documents:

1. Bachelors Degree Examination Mark sheet Original*with Three attested Photocopies.
2. Identity card of previous Course (for IDOL Old Students).

N.B. :- i) *- Original Certificate will be returned after verification of Form.

ii) For other required documents please refer page no. 4 of this prospectcs.

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

3.2.4 M.A.EDUCATION PART - II

O.2239: No candidate will be permitted to appear for the M.A. Part II examination unless he has taken the Bachelors degree earlier, in person or in absentia at a Convocation.

A) Eligibility for Admission

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

B) Required Documents:

1. Bachelors Degree /Convocation Certificate & Part – I Passed Mark sheet Original *with three attested Photocopies.
2. No Objection Certificate :-only for University of Mumbai of College & University Departments.
3. Identity card of previous Course (for IDOL Old Students).

N.B. :- i) *- Original Certificate will be returned after verification of Form.

ii) For other required documents please refer page no. 4 of this prospectus.

C) Fees for M.A.Edu.Part – II Rs. 6000/- for all Categories (including convocation Fees).

D) About the Course:

M.A. in Education Course is aimed at developing professionals for effective participation in educational activity in different areas. Post Graduate the programme is an innovative one

Course in education which emphasizes both disciplinary & professional dimensions of education. The program comprises 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. & Ph.D. and generate knowledge in the subject. One could also join in Non-Government Organization's & 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 has accepted M.A. Education 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 1st Saturday, of November, every year at Room Number 103, First floor, 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 2009-10 are also valid for Second Half examination of 2010.

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

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

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

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

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

E) Questions for Assignments:

M.A.Part I

Paper I	1 .Explain the educational contribution of Swami Vivekananda and state its relevance in the present context. 2. State the various constitutional provision related to education in India. Express your views on the provision which you find most relevant in the present context.
Paper II	1. Discuss with illustrations the constructive and destructive aspects of peer group in the society. 2. "Casteism' is a social evil" discuss the above statement with reference to the role of education in minimizing it from Indian society .
Paper III	1. What is defence mechanism? What are their uses? Explain different types of defence mechanisms with illustration. 2. What is emotional intelligence? Write major components of emotional intelligence.
Paper IV	1. Explain the types of learning experiences with examples. 2. Show the relationship between objectives specification of objectives and learning experiences.

M.A. Part II

Paper V	1. List the various types of probability sampling. Which is the best technique of sampling according to you? why ?2. Identify a research problem and prepare a research proposal for the same.
Paper VI	1. Explain education as an Investment. Why is the national investment in education very low in India?2. What do you mean by policy making? Explain the conceptual frame work for policy making.
Paper IX	1. Differentiate Between E.T, I.C.T. and I.T.2. What is SIM ? what are the salient features of SIM? Critically evaluate one of your study material on the basis of SIM format.
Paper X	1.Explain how DIET works as a resource centre for primary teachers of a particular district .2. Discuss the various strategies for in service training? What are the factors to be considered for the effective planning of in service training programme?

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.
- 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.108, 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 word 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 & 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 a situation they may have been lost in postal transit or misplaced in the institute.
- Send your assignment response sheet well before the last date set for this.

Detailed Syllabus is given in study material of the respective paper.

The course is being revised from the academic year 2009-10 for regular Students and for IDOL Students from the year 2010-11.

F) Subjects for M.A. Education Part – I/ II

M.A. (Education) (Old Course)							
M.A. part-I	Name of the Papers	STUDY MATERIAL		M.A. part-II	Name of the Papers	STUDY MATERIAL	
		Eng.	Mar.			Eng.	Mar.
P- I	Philosophical Foundations of Education	Yes	No	P-V	Research Methodology in Education	Yes	No
P- II	Sociological Foundations of Education	Yes	No	P-VI	Politics & Economics of Education	Yes	No
P- III	Psychological Foundations of Education	Yes	No	P-IX	Information & Communication Technology(Elective Paper)	Yes	No
P- IV	Educational Evaluation and Measurement	Yes	Yes	P-X	Teacher Education (Elective Paper)	Yes	No

Note: Scheme of Examination: 80marks (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.

G) SUPPORT SERVICES

Personal Contact Programme for M.A. Education.

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

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

Sr. No.	Name of the College and Address	Sr. No.	Name of the College and Address
1	Institute of Distance and Open Learning, University of Mumbai, Dr. Shankar Dayal Sharma Bhavan, Santacruz (East), Mumbai – 400 098.	2	St.Xavier's Institute of Education,New Marine Lines,Churchgate,Mumbai – 400 020. Tel. No. 2201 4666 Course Co-Ordinator : Dr. Adelaide Vaz
3	Bombay Teachers' Training College,Mahakavi Bhusan Road, Colaba,Mumbai- 400 037 Tel. No. 2204 7160 Course Co-Ordinator: Dr. Mintu Sinha	4	Chembur Comprehensive College of Education & Research,Ramakrishna Chemburkar Marg,Chembur Naka, Mumbai-400 077. Course Co-Ordinator : Dr. Javalekar
5	Seva Sadan's College, of Education, Ulhasnagar-421003,Dist –Thane. Tel. No. 95251-2545565 Course Co-Ordinator :Dr. Beena Khemchadani	6	Secondary Training College, 3, Mahapalika Marg,Dhobitalao, Mumbai-400 001. Tel. No. 2262 0050. Course Co-Ordinator :Dr. Chiklikar
7	Gurukrupa College of Education & Research, Ramkrishna Nagar, 'E' Wing, Poornima Campus, Murbad Road, Kalyan (W) Dist. Thane. Course Co-Ordinator : Dr. Karuna Gupta Tel. No.: 95251-232 8406	8	Nav Jeevan Education Societies College of Education, Neral, Dist. Raigad. Course Co-Ordinator : Dr. Saumitri Mitra

9	Smt. Kapila Khandvala College of Education Juhu Road, Santacruz (West), Mumbai-400 054 Tel.No.: 2660 8747 Course Co-Ordinator : Prin.Dr (Mrs.) Vandana Maheshwari	10	Sainath Education Trust's H.B.B.Ed.College, Sector 10 A. Vashi, Navi Mumbai -400 703 Course Co-Ordinator : Prin.Dr. Swarnalata Harichandan Tel.No.: 2788 0819
11	Pillais College of Education & Research Sector 8, Khanda Colony, New Panvel (w) Tel. No.: 2293 5554 Course Co-Ordinator : Dr. Sally Enos	12	H.J. College of Education, Khar (West), Mumabi-400 054. Tel. No. 2604 4641 Course Co-Ordinator : Dr. Anita Swamy

INSTRUCTION

- Students are requested to check details of time table on University Website: www.mu.ac.in or on Notice Board at the Institute of Distance and Open Learning.

No separate correspondence in this regard will be made.

Counselling

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

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

Candidates Shall be Required to obtain. 20 marks out of 80 marks in each Theory paper, 05 marks out of 20 marks in each Assignment and 25 marks out of 100 marks taken together of each theory and assignment and 40 percent of the aggregate at each of the part examination.

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

Improvement of Class

O. 2260: Candidates who have passed the M.A. degree examination of this University either by papers or by dissertation with the class mentioned below in Column 1 and who desire to improve their class or percentage as shown in Column 2 will be permitted to appear again for the same subject in both the parts simultaneously without being required to keep any terms within a period of five years, following the April or October examination at which they pass under provision of 0.2260.

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

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

3.3. M.A. /M.Sc. Mathematics Course

A. Eligibility for Admission To M.A. / M.Sc. (Mathematics) Part - I :

Those who have passed in B.A./B.Sc. Degree Examination with at least six papers in Mathematics of this University OR any other University.

B. REQUIRED DOCUMENTS:

1. **Bachelors Degree Examination Mark sheet** Original* with three self attested Photocopies.
2. **Identity card of previous Course (for IDOL Old Students).**

N.B. :- i) * Original Certificate will be returned after verification of form.
ii) For other required documents please see page No. 4.

C. FEES FOR THE COURSE:

A. Fees for the General Category: Rs.3200/-

B. Fees for the Reserve Category Students: Rs.120/- (only those who apply for Scholarship/Freeship Scheme)

M.A./M.Sc.(Maths)Part-II

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

O.2239:- No candidate will be permitted to appear for the M.A. Part II examination unless he has taken the Bachelors degree earlier, in person or in absentia at a Convocation.

O.2245:- Students will not be permitted to appear for M.A. / M.Sc. Part II examination unless he/she has passed the Part I examination, previously.

Eligibility for Admission:

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

B. Required Documents:

1. Bachelors Degree/Convocation Certificate & Part I Passed Mark sheet Original* with Three attested Photocopies.
2. No Objection Certificate:-only for Students of University of Mumbai from affiliated Colleges & University Departments.
3. Proof of Residence:- Original*with one attested Photocopy any one :- Election Card/Driving License /Telephone Bill/Electricity Bill/Ration Card/Society Letter/Agreement) Original with one attested Photocopy.
4. Three Recent Passport size Photograph.
5. Identity card of previous Course (for IDOL Old Students).

N.B. :- *- Original Certificate will be returned after verification of Form.

C. FEES FOR THE COURSE:

A. Fees for the General Category: Rs.1800/- (including convocation Fees)

B. Fees for the Reserve Category Students: Rs.370/-(including convocation Fees) only those who apply for Scholarship/Freeship Scheme)

D. Subjects for M.A./ M.Sc. (Maths) Part I & II (without Study Material)

There will be 5 papers for Part I & 5 papers for Part II separately. For M.A./M.Sc. (Maths) each paper will carry.

M.Sc. (Math.) Part I	Name of the Papers	M.Sc. (Math.) Part II	Name of the Papers
Paper I	Algebra - 1	Paper I	Algebra – II
Paper II	Analysis-1	Paper II	Analysis-II
Paper III	Topology*	Paper III	Differential Geometry
Paper IV	Complex Analysis	Optional Papers * Paper IV and V	
Paper V	Combinatorics	Group 'A'	Graph Theory
		Group 'B'	Numerical Analysis
		Group 'C'	i) Functional Analysis
			Number Theory

* Study Material Available



4. COURSES IN FACULTY OF COMMERCE

4.1 Under Graduate Courses

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

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

A) Eligibility For Admission To First Year B.Com.

Pass in 10 + 2 in Commerce /10 + 2 in Arts / Science with Mathematics, Statistics & Economics as one subject or Pass in Diploma in Administration Services (Commerce & Secretarial Practices) from Pramila Vithaldas Polytechnic Institute, SNDT University.

B) Required Documents

1. XII Std. Original Mark sheet and passing certificate ++ with three self attested Xerox copies.
2. Identity card of previous Course (for old IDOL Students).

N.B: (For other required documents please refer page No. 4 of this Prospectus.)

++ Passing Certificate – The students who have passed their HSC examination before Current Academic Year, have to submit their HSC passing certificates at the time of admission. The students those passed their HSC examinations in March of the current year have to submit their HSC passing certificates in the month of December of the Current Academic Year.

N.B.:- * Original Certificate will be returned after verification of Form.

Student admitted for the Course on the basics of provisional eligibility certificate, require to submit the original migration and passing certificate before 31st December.

Confirmation of Admission:

Admission of the student will be provisional in the first stage. It will be confirmed only on submission of the relevant documents/certificates viz TC., Migration Certificate, Statement of Marks passing/Degree certificate etc. by the student and the approval by the competent authority of the IDOL and the University of Mumbai in due course.

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

(a) Rs. 2300/- for the Students of General Category

(b) Rs. 120/- for the Students of Reserve Category (Only for those who apply for scholarship / freeship Scheme)

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

Sr. No.	Name of the Subject	Study Material available in English	Study Material available in Marathi
1.	Foundation Course - Paper - I Revised i.e. 2008-09 for IDOL Students.	Yes	Yes
2.	Business Communication	Yes	No
3.	Business Economics - Paper - I	Yes	No
4.	Commerce - Paper - I (Business Development) (Rev).	No	No
5.	Environmental Studies (Revised)	Yes	No
6.	Mathematical and Statistical Techniques(Rev)	Yes	No
7.	Accounts Paper I - Accounting and Financial Management. (Revised)	Yes	No

4.1.2 S.Y.B. Com. Course

A) Eligibility for Admission.

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

OR

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

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

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

B) Required Document

1. Original Mark sheets with three self attested Xerox copies of F.Y.B.com examination Passed, Or ATKT Mark sheet
2. Admission Transfer from any College to IDOL for S.Y.B.Com.: Original No Objection Certificate of current year with three attested Xerox copies obtained from previous college affiliated to University of Mumbai.
3. Identity card of previous Course (for old IDOL Students).

N.B: (For other required documents please refer page No. 4 of this Prospectus.)

N.B.:- Original Certificate will be returned after verification of Form.

Student admitted for the Course on the basis of provisional eligibility certificate, require to submit the original migration and passing certificate before 31st December.

Confirmation of Admission:

Admission of the student will be provisional in the first stage. It will be confirmed only on submission of the relevant documents/certificates viz TC., Migration Certificate, Statement of Marks passing/Degree certificate by the student and the approval by the competent authority of the IDOL and the University of Mumbai in due course.

C) Admission fees for the course:-

(a) Rs. 2300/- for the students of General Category

(b) Rs. 120/- for the students of Reserve Category. (Only those who apply for scholarship/ free ship Scheme)

D) Total 6 Papers. All subjects are compulsory. (Total 600 Marks)

Sr. No.	Name of the Subject	Study Material available in English	Study Material available in Marathi
1.	Foundation Course - Paper II (Story of Science & Ecological Studies) (Rev)	Yes	Yes
2.	Applied Component Group (Any one of the following) i Advertising OR ii Company Secretarial Practice	Yes Yes	No Yes
3.	Business Law	Yes	No
4.	Business Economics - Paper - II (Revised i.e. 2008-09 for IDOL students.	Yes	No
5.	Commerce - Paper II (Fundamentals of Marketing & Finance)	Yes	No
6.	Accounting and Financial Management - Paper II	No	No

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

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

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

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

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

4.1.3. T. Y. B.Com Course

A) Eligibility for Admission.

- 1) The student must have passed F.Y.B.Com. and S.Y.B. Com. examinations from University of Mumbai or equivalent examination of other University.
- 2) The 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, required to obtain Eligibility Certificate to secure admission for T.Y.B. Com. course, from Eligibility Section, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina, Santacruz (E.), Mumbai – 400 098.

- N.B:** i) Students having vocational subjects at F.Y./S.Y./T.Y.B.Com. courses are not eligible for admission to S.Y./T.Y.B.Com courses of IDOL.
- ii) A student who have either passed in F.Y.B.Com./S.Y.B.Com. Examination OR obtained A.T.K.T.in F.Y.B.Com OR S.Y.B.Com examination are eligible to get admission in T.Y.B.Com.

Confirmation of Admission:

Admission of the student will be provisional in the first stage. It will be confirmed only on submission of the relevant documents/certificates viz TC., Migration Certificate, Statement of Marks passing/Degree certificate etc. by the student and the approval by the competent authority of the IDOL and the University of Mumbai in due course.

B) Required Documents

1. Original Mark sheets with three Self attested Xerox copies of F.Y.B.Com/S.Y.B.Com Examinations Passed, OR/ATKT Marksheet of Previous all attempts.
2. Eligibility Certificate:- Students from other than University of Mumbai. This certificate will be issued by Eligibility Unit, Room No.108, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Santacruz (E.), Mumbai, before the admission. Original with two attested Photocopy.
3. Original No Objection Certificate of current year with three attested xerox copies obtained from previous college affiliated to University of Mumbai.
4. Identity card of previous Course (for old IDOL Students).

N.B. :- Original Certificate will be returned after verification of Form.

Student admitted for the Course on the basis of provisional eligibility certificate, required to submit the original migration and passing certificate before 31st December.

C) Admission Fees for the course:-

(a)Rs. 2600/- (Including Convocation fees) for students of General Category.
 (b) Rs 370/- (Including Convocation fees) for students of Reserve Category . (Only those who apply for scholarship/free ship Scheme)

D) Subjects at Sr. No. 1 & 2 are compulsory. Total 7 Papers. (Total 700 Marks)

Sr. No.	Name of the Subject	Study Material available in English	Study Material available in Marathi
1.	Commerce - Paper III (Management and Production Planning) (Revised)	Yes	No
2.	Business Economics - Paper III (Revised i.e. 2008-09 for IDOL students. Without Study Material)	Yes	No
3.	Accounts Group		
I	Financial Accounting & Auditing. - Paper I (Financial Accounting)	Yes	No
II	Financial Accounting & Auditing - Paper II (Auditing & Cost Accounting)	Yes	No
III	Financial Accounting & Auditing paper III (Introduction To Management Accounting)	Yes	No
OR	Business Management Group (Revised i.e. 2008-09 for IDOL students.		
3.			
I	Management and Organizational Development - Paper I	Yes	No
II	Financial Management Paper II	Yes	No
III	Marketing Management Paper III	Yes	Yes
4.	Applied Component Group (Any two of the following)		
I	Export Marketing	Yes	No
II	Marketing Research	Yes	No
III	Trade Unionism and Industrial Relations (Revised i.e. 2008-09 for IDOL students.	No	No
IV	Direct and Indirect Taxation	Yes	No

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

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

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

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

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

O.2311 : The duration of the M.Com. Degree course shall be two years.

O.2313 : No. candidate will be permitted to appear for the M.Com. Part II examination unless he has taken the Bachelor's degree earlier, in person or in absentia, at a convocation.

O.2314 : A candidate who is declared to have passed Part I of the examination will not be allowed to reappear for the same examination with a view of improving his results.

4.2.1. M.Com. Part – I Course.

A) Eligibility for Admission

1. Those who have passed only B.Com/B.M.S. Examination of this University or equivalent degree from other University.

B) Required Documents:

1. Bachelors Degree Examination Mark sheet Original*with Three attested Photocopies.
2. Eligibility Certificate

N.B. :- i) *- Original Certificate will be returned after verification of Admission Form.

ii) For other required documents please refer page No. 4.

C) Fees for the Part – I:-

(a) Rs. 3800/- For General Category.

(b) Rs. 120/- For Reserve Category (Only those who apply for Scholarship/ Freeship Scheme)

4.2.1. M.Com. Part – II Course.

A) Eligibility for Admission:

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. of the same academic year and submission of passing Mark sheet of M.Com Part I within 8 days after declaration of M.Com Part – I (Oct/Nov)Result.

B) Required Documents:

1. Bachelors Degree /Convocation Certificate & Part – I Passed Mark sheet Original *with Three attested Photocopies.
2. No Objection Certificate:-only for University of Mumbai affiliated College & University Departments Original with one self attested Photocopy.
3. Identity card of previous Course (for IDOL Old Students).

N.B.:- i) *- Original Certificate will be returned after verification of Form.

ii) For other required documents please refer page No. 4.

C) Admission fees for the M. Com Part – II Course:

(a) Rs. 2300/- For General Category (Including Convocation Fees).

(b) Rs. 370/- For Reserve Category (Including Convocation Fees). (Only for those who apply for scholarship/freeship Scheme)

D) List of Subjects 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 for 4 papers of 100 marks each. Each paper will be of 3 hours duration.

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

Subjects:

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

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

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

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

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

IMPROVEMENT OF CLASS:

If candidates 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-appearance will be treated as null and void.

4.3.

MANAGEMENT COURSES

1. PG Diploma Course in Financial Management

2. PG Diploma in Operations Research for Management

4.3.1. PGDFM COURSE:

Duration of the course shall be 2 years.

Examination will be held once in a year.

1. PGDFM First Year:

A. Eligibility for Admission to First Year PGDFM course:

A candidate for being eligible for admission to the PG Diploma Course in Financial Management and PG Diploma Course in Operations Research for Management,. must hold a **University degree in any faculty with two years work**

experience in any Organization, Or must have recognized professional qualifications and at least five years professional experience. Notwithstanding anything mentioned at (a) above the Defense Services Personnel may be admitted to the course even if they are not degree holders.

B. Required Documents:

1. Two Years Work Experience Certificate..
 2. Two attested Xerox copies of Bachelor Degree Examination Mark sheet.
- N.B: i) * Original certificate will be returned after verification of admission form.
ii) For other required documents please refer page No. 4.

C. Fees for the First Year: Rs.3600/- (For all categories)

D. List of Subjects for Study (With Study Material)

PGDFM COURSE (FIRST YEAR)

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

Standard of Passing

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

2. PGDFM (SECOND YEAR) COURSE:

A. Eligibility for Admission to Second Year PGDFM course:

A candidate must have passed at least one paper of first Year PGDFM Course.

B. Required Documents:

1. First year PGDFM Course two self attested Xerox copy of Mark sheet.

N.B: i)* Original certificate will be returned after verification of admission form.
ii) For other required documents please refer page No. 4.

C. Fees for the Second Year: Rs. 3000/-

D. List of Subjects for Study. (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 Centre will be at IDOL.

Standard of Passing

R-3984: In order to qualify for the Diploma Course, a candidate must have secured 50% of the marks in each of the subjects prescribed for the respective Diploma Courses. A candidate who obtains 50% or more marks in any 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.

4.3.2 PGDORM COURSE

Duration of the course shall be 2 years. Examination will be held once in a year.

1. PGDORM FIRST YEAR:

A. Eligibility for the Course:

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

B. Required Documents:

1. Two Years Work Experience Certificate..
2. Two attested xerox copies of Bachelor Degree Examination Statment of Marks.

N.B: i) * Original certificate will be returned after verification of admission form.

ii) For other required documents please refer page No. 4.

C. FEES FOR First Year : 3600/- (For all Category)

D. LIST OF SUBJECTS FOR STUDY: (With Study Material)

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

Standard of Passing

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

2. PGDORM SECOND YEAR COURSE:

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

B. Required Documents:

1. First year PGDORM Course two self attested Xerox copy of Statement of Marks.

N.B: i) * Original certificate will be returned after verification of admission form.

ii) For other required documents please refer page No. 4.

C. Fees for Second Year: Rs. 3000/- (For all Category)

D. LIST OF SUBJECTS FOR STUDY: PGDORM COURSE (SECOND YEAR)

Paper No.	Name of the Paper (With Study Material)
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 Operations Research

Standard of Passing

R-3984: In order to qualify for the Diploma Course, a candidate must have secured 50% of the marks in each of the subjects prescribed for the respective Diploma Courses. A candidate who obtains 50% or more marks in any 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.

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

Admission fees for Students applying Scholarship/Free ship: Rs.120/- and Rs. 370/- for T.Y.B.A./B.Com./MA./M.Com. /M.Sc. Maths Part-II only.)

This facility will be applicable only for the following courses.

First Year- B.A/B.Com/ and M.A/M.Com,/M. Sc. Maths.

1. The Students from other than Maharashtra State are not eligible for Scholarship /Free ship Schemes (Other State – Eligibility Cases)
2. Those Students who have taken admission on the basis of NOC from University of Mumbai & Eligibility from Other University (Within Maharashtra) to apply for Fresh Application.
3. Only Last Year IDE Students can apply for Renewal.
4. If Students has cancelled his admission in the Year. He/ She will be not eligible for the Scholarship /Free ship.
5. If Scholarship /Free ship is not sanctioned by the Government for any reason then Student will have to pay the entire fees to the Institute.
6. Free ship is not applicable to OBC candidates.
7. Students who are working full time any were will be not eligible for above scheme. However, employed students who can take leave without pay for the entire duration of the course and study, as full time student will be eligible for the same.
8. Scholarship /Free ship form should be completed along with all necessary documents while submission of admission form.
9. **Incomplete Scholarship /Free ship form will not be accepted on any ground.**

REQUIREMENT DOCUMENTS FOR FREE SHIP / SCHOLARSHIP AND RENEWAL.

Scholarship Scheme for all Reserve Category. (Income Below 1 Lakh)	Free ship Scheme Income Above 1 Lakh (Except OBC Category)
1) Caste Certificate	
2) Income certificate from Tahasildar, Income year 2008-09 for Scholarship Scheme.	
3) District Change Certificate (Other than Mumbai District Students) Issued from District Social Welfare officer OR Principal of Last attended College	
4) Non Creamy Layer Certificate for VJNT, SBC & OBC	
5) Gap Certificate (If there is gap in Education)	
6) Ration Card	
7) Passport size Photograph	
8) Previous year Passed Statement of Marks.	
9) Death Certificate (If Father/Mother is expired)	
10) Form No. – 16, OR In case Private Service (Annual Income certificate from Tahasildar only)(Income Year 2008 – 2009 only for free ship Scheme) In case Female Candidate Married : Husband's Income Certificate & Marriage Certificate	

N.B.: For the Last Year IDOL Students whose Scholarship/Free ship sanctioned by the Government Can Only apply for the Renewal.

6. SUPPORT SERVICES

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

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

CENTRES OF PERSONAL CONTACT PROGRAMME LECTURES:

CENTRAL LINE

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

HARBOUR LINE (NAVI MUMBAI)

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

WESTERN LINE

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

KONKAN AREA

- Uran (Raigad)** - Veer Wajekar College(B.A & B.Com)
Alibag (Raigad) - JSM College (B.A & B.Com)
Poladpur(Raigad) – Sundarrao More College, (B.A,B.Com,M.Com & M.A- Hist,Eco,Marathi)
Mhasala (Raigad) - Vasantrya Naik College (M.A -Marathi)
Banda (Sawantwadi)- Raosaheb Gogate College(B.A & B.Com)
Ratnagiri - Navnirman Shikashan Sanstha's College, (B.A)

NOTE: Please note that above-mentioned centres' list is tentative. Final list with some additional centres will be made available on university web site: www.mu.ac.in and on Notice Board of IDOL along with detail time table in the month of **November, i.e. after Diwali vacation or reopening of Colleges for II term.**

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 carry with them their valid identity card every time when they attend their lectures or visit the Institute of Distance Open Learning.
4. Students are requested to meet the center Co-ordinators for academic problem, if any.
5. Students are requested to remain in contact with the center co-ordinator for any change in the Time Table.
6. Attending the PCP lectures for B.A./B.Com. Programme is not compulsory.

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

6.3 Library Facilities

The Institute has an independent library having 36 thousand books including texts and references. IDOL provides Reading Hall and the Library Facility for students at its building in Room No. 203 and 215 at Vidyanagari on the Second Floor. It remains open during office hours i.e from **10:20 am to 06:00p.m. only on working days except 2nd and 4th Monday**. During the Examination seasons, the Reading Hall, of the Institute is open from 08:00 am. to 08:00 pm. on working days (Monday to Saturday).

Only the Reading Hall Facility is also provided at Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400 020.

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

6.4 Syllabus and Old Question Papers

Copies of the syllabus and the list of recommended books will be available for sale from the counter of the Publication Section, Ground Floor, Room No.18, University of Mumbai, main Building Fort, Mumbai - 400 032 from 11.00 a.m. to 1.00 p.m. and 1.30 p.m. to 2.30 p.m. from Monday to Friday. A copy of the syllabus and the list of the recommended books and the Old Question Papers will be also available for reference in the Library of the Institute at Vidyanagari Campus. **Syllabus and old Question Papers are also available on University Website: www.mu.ac.in Distance Education link.**

Students are required to preserve with them one up-to-date copy of the syllabus and list of recommended books issued by the University from time to time.

6.5 Studio/Virtual Class Room and Audio – Visual Centre

Construction and installation of studio equipment in IDOL. premises has been made for the students to avail the facilities. Virtual class-room has been organized in certain subjects initially at the institute as well as on the University web-site on home page under **virtual class room** link. The students are able to access about 90 lectures on various topics related to their syllabi. Arrangements are being made for broadcasting general orientation lectures on University F.M. Community Radio 107.8 Timing (7.00a.m. to 9.00a.m. and 7.00p.m. to 9.00p.m.) and also on the University web-site under virtual class room linkage for the benefit of students.

7. RULES AND REGULATIONS

7.1 Cancellation of Admission / Refund of Fees

If you wish to cancel your admission, you should apply in the prescribed form within thirty days from the date of admission and your 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.

Important Notice

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

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

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

7.2 Changes in Name/ Address /Subject

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

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

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

a) Duplicate Identity Card (Rs.25/-)

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.50/-)

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 Affidavate 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 Vidyanaigari 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.

7.4 Examinations

Generally examinations are held twice a year i.e. in **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 March/ April examination of the next subsequent calendar year he/she are 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.

7.5 Refund of Examination Fees

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

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

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

7.6 Transfer Certificate and Migration Certificate:

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

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

7.7 Admission on Fake certificates:

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

7.8 Admission Validity:

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

7.9 Convocation and Other certificates:

The students who have completed the course i.e. who have passed their Degree Examination of 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 working days during office hours.

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

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

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

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

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

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

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

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

Improvement of Class B.A. / B.Com

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

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

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

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

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

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

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

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

7.13 SELF STUDY TECHNIQUES:

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

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

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

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

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

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

Survey

Survey refers to the quick glance through the title page, preface, chapter headings, etc. of a text book. Surveying a text helps the students grasps 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.

