

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

B.Sc. NAUTICAL TECHNOLOGY

(First ,Second & Third Year)

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CONTENTS

Sr. No.	Contents	Page No.
1.	Introduction 1.1 The Institute 1.2 Special Features 1.3 Important Achievements 1.4 Instruction System	1-2
2.	Admission 3.1 Admission Kit 3.2 Admission Procedure	3-4
3.	Course and Subjects 2.1 Eligibility for Admission 2.2 List of Subjects for study	5-6
4.	Details of Fees	7
5.	Special Instructions 5.1 Documents Required (for all courses) 5.2 Course wise detailed documents to be submitted with the Admission and Examination Form 5.3 Important Notice 5.4 General Instructions	7-10
6.	Support Services 6.1 Instructions. 6.2 Library Facilities 6.3 Audio-Video Centre	11
7.	Institute Rules 7.1 Cancellation of Admission/Refund for Fees 7.2 Change in Name, Address and Subject 7.3 Issue of Duplicate Identity Card, Marks Sheet, Bonafide Certificate and Transcript Certificate etc. 7.4 Examination 7.5 Refund of Examination Fees 7.6 Eligibility & Standard of Passing 7.7 Improvement of Class. 7.8 Credit Earning System(ATKT) 7.9 Transference and Migration Certificates 7.10 Confirmation of Admission. 7.11 Convocation. 7.12 How to Obtain University Prescribed Syllabus and Old Question Papers 7.13 Ex-Student. 7.14 Queries.	12-18
8.	8.01 Study Material Form.	19

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.

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 1993 the “Directorate of Distance Education” was upgraded as “Institute of Distance Education” In Academic Year 2009-10 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 Assistant Registrars and 5 Superintendents and 150 Seasonal Clerks and Peons are also working in this Institute. Apart from this 1500 visiting Faculties are also working in this Institute for examination, Counselling and other academic works.

University of Mumbai is the 7th University in the country which started Distance Education 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 recognized by 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 class room teaching.
3. To help the students to upgrade educational qualification, for academic achievements in the process of lifelong education.
4. To develop education as a lifelong activity so that the individual can refresh his knowledge or 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.

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:

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.

Face to face interaction with teachers at PCP centres & Counselling at IDOL by the Co-ordinator, between the time 3.00 p.m to. 5 p.m. from Monday. to Saturday. (Excluding 2nd & 4th Saturday of every month and public holidays) in Room No. 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. 200/- 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. 200/- 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. 250/- Rs. (200/- 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.

ADMISSION SCHEDULE

Courses	First Round	Second Round <i>(With late fees of Rs. 150/-)</i>
B.Sc. Nautical Technology (First half)	29 th June to 31 st July,2009	3 rd Aug., to 31 st Aug.,2009
B.Sc. Nautical Technology (Second half)	1 st Jan to 25 th Feb.2010	1 st March. To 25 th March 2010

COST OF ADIMSSION KITS

For B.Sc. Nautical Technology – Rs. 200/- by cash.

2.2 ADMISSION PROCEDURE

1. Fee 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 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. Along 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 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 Certificate: -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 Room No. 108, 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.

2.3. ELIGIBILITY CASE:- (For other Universities and CBSE, NIOS other than Maharashtra 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. Such students are requested to collect admission form and immediately apply for provisional Eligibility Certificate, it 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. (If Applicable)
2. Proof of Date of Birth.
3. Proof of Residence.
4. Gap Certificate, if applicable.
5. Migration / T.C. Certificate.
6. Convocation / Degree certificate.

3. Course and Subject

3.1 Eligibility for Admission to First Year B. Sc. Nautical Technology:

0.5566 A candidate for being eligible for admission to the B. Sc. Nautical Technology Degree Course:

- 1) must have passed the Higher Secondary School Certificate or equivalent (Standard XII) Examination conducted by the Maharashtra State Board of Secondary Education, Mumbai or an examination of any other body recognised as equivalent thereto, with the following subjects: English, Physics, Chemistry, and Mathematics

OR

Standard XI for candidates who have passed before 1978, with the following subjects: English, Science, and Mathematics

- 2) * has been sponsored by a shipping company through their respective Associations as an officer trainee in the Nautical Department of a sea-going ship for a minimum of twenty-four months of practical shipboard training as approved sea-going service and approved as Structured Shipboard Training Programme (SSTP) by the Directorate General of Shipping, Ministry of Shipping, Road Transport and Highways, Govt. of India (To begin with, a list of participating shipping companies, who are members of INSA, FOSMA and MASSA is enclosed at Appendix 1, 2 and 3 respectively);

OR

has already performed a minimum of twenty-four months of practical shipboard training as approved sea-going service as an officer trainee in the Nautical Department of a sea-going ship (Testimonial to be submitted as proof in the form of "Sea-time Certificate" from the shipping company or Attested copy of Continuous Discharge Certificate or the certificate of competency as Navigating Officer on completion of such training)

* *For obtaining Sponsorship, a candidate will need to satisfy additional criteria as laid down by Directorate General of Shipping, Ministry of Shipping, Road Transport and highways, Govt. of India. As on date, the additional criteria is:*

- *Selection by a Shipping Company (written examination and/or interview followed by psychometric test, if any) who are members of INSA / FOSMA / MASSA.*
- *Minimum 60% marks in the aggregate of Physics, Chemistry and Mathematics at (10 + 2) level.*
- *Minimum 50% marks in English at 10th or (10 + 2) level.*
- *Medical fitness as per standards laid down in Merchant Shipping (Medical Examination) Rules, 2000*
- *Eye sight test conducted by Mercantile Marine Department, Ministry of Shipping, Govt. of India. (Eye sight 6/6 without external aids, no colour blindness).*
- *Age as on the date of commencement of pre-sea training for deck cadets at DGS approved maritime training institute. not exceeding :*

➤ 10 + 2	-	20 years
➤ B. Sc.	-	22 years
➤ B.E. / B. Tech	-	23 years
- *24 months DGS approved structured shipboard training programme.*

- 6 months Post-Sea education & training courses at DGS approved maritime training institutes.

3.2 List of Subjects for Study:

First Year B. Sc. Nautical Technology: All subjects are compulsory. Total 6 papers.
The candidates shall be examined in the following subjects:

FIRST YEAR

Unit No.	Subject/Title
1	Basic Terrestrial Navigation Technology - Paper I
2	Basic Celestial Navigation Technology - Paper I
3	Basic of Bridge Watch-keeping Technology - Paper I
4	Basic Cargo Handling and Stowage Technology - Paper I
5	Basic Ship Construction and Stability - Paper I
6	Basic Ship Operation Technology - Paper I

Second Year B. Sc. Nautical Technology: All subjects are compulsory. Total 6 papers.

SECOND YEAR

Unit No.	Subject/Title
1	Applied Terrestrial Navigation Technology - Paper II
2	Applied Celestial Navigation Technology - Paper II
3	Applied Bridge Watch-keeping Technology - Paper II
4	Applied Cargo Handling and Stowage Technology - Paper II
5	Applied Ship Construction and Stability - Paper II
6	Applied Ship Operation Technology - Paper II

Third Year B. Sc. Nautical Technology: All subjects are compulsory. Total 6 papers.

THIRD YEAR

Unit No.	Subject/Title
1	Terrestrial Navigation Technology - Paper III
2	Celestial Navigation Technology - Paper III
3	Bridge Watch-keeping Technology - Paper III
4	Cargo Handling and Stowage Technology - Paper III
5	Ship Construction and Stability - Paper III
6	Ship Operation Technology - Paper III

4. Details of Fees

Total amount of fees to be paid by the students for this course is as follows:

COURSE	AMOUNT
1) F.Y.B.Sc. Nautical Technology	Rs. 11,200/-
2) S.Y.B.Sc. Nautical Technology	Rs. 11,200/-
3) T. Y.B.Sc. Nautical Technology (Including Convocation Fees)	Rs. 11,500/-

Late Admission Fees:

Students of F.Y./ S.Y./ T.Y B. Sc Nautical Technology courses who apply for admission during “Late Fees Dates” (refer admission schedule) will have to pay a late fee of Rs.300/-.

5. Special Instructions

5.1 Documents Required (All Courses):

Students should have the following at the time of admission

1. Admission and Examination forms duly filled signed and dated.
2. Original Statement of Marks with two attested xerox copies of passing /failing/ATKT of the Lower Examinations.
3. **Proof of Residential Address** Original with one attested xerox copy of the Ration Card / Voters' Identity Card issued by Election Commission/Driving License / Telephone Bill / Electricity Bill / Indian Passport or any other document issued by State / Central Govt. as proof of residential address. Original will be returned immediately after verifying the attested xerox copy.
4. 2 + 1*(Passport Size) recent photographs. One affixed on the Admission Form and second on the Identity Card.
* For T.Y. B.Sc. Nautical Technology Examination Form.
5. Proof of Date of Birth: Original with two attested xerox copies of the School / Jr. College Leaving Certificate / Birth Certificate / X Std. (S.S.C.) Passing Certificate. Original will be returned immediately after verifying the attested xerox copies.
6. Demand Draft / Pay Order of fees drawn in favour of the 'Institute of Distance and Open Learning University of Mumbai, payable at Mumbai.
N.B. Officers authorized to give attestation: The Xerox copies of the documents should be attested either by Head of the School/College last attended or by a Gazetted Officer / Notary Public / Post Master or by the University Officer not below the rank of Asst. Registrar / Lecturer.
7. For taking Admission to S.Y. / T.Y. B. Sc Nautical Technology Course, old Students of IDE must bring their previous Identity Card issued by the I.D.E. In case they do not have it, they will have to apply for Duplicate I-Card with Fees of Rs.25/- in cash as per procedure.
8. Sponsorship Letter from a shipping company for engagement as an officer trainee in the Nautical Department of a Sea - going ship for a minimum of 24 months of practical shipboard training as approved sea-going service, where applicable.

9. Endorsement Letter from the respective shipping association certifying bonafide of the sponsorship letter, where applicable.
10. Sea Time certificate from the shipping company, where applicable, may be submitted at the time of collection of exam hall ticket.
11. Continuous Discharge Certificate (CDC), (attested copy), where applicable, may be submitted at the time of collection of exam hall ticket.
12. Certificate of Competency (COC), (attested copy) as navigating officer, where applicable.

5.2 Course wise Details of Documents to be submitted with the Admission and Examination Form

F.Y. B. Sc Nautical Technology Course

Category - A

Students from H. S. C Board in Maharashtra

- ✓ XII Original Passed Mark sheet. If failed, previous Original Mark sheet also + 3 Attested Xerox copies of each Original Mark sheet.
- ✓ XII Passing Certificate (Original + 3 Attested Xerox Copies) in case of students passing HSC Exams.
- ✓ Enrolment Form duly filled in.

Category - B

Students from H.S.C. Boards/Universities outside Maharashtra and CBSE / NIOS / ICSE

- ✓ Provisional Eligibility Certificate issued by Eligibility section, Room No.108, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina Campus, Santacruz East, Mumbai -400 098 (Original + One attested Xerox Copy)
- ✓ Enrolment Form for eligibility cases to be collected from the Admission counter and submitted duly filled in along with the Admission Form.
- ✓ XII Mark sheet and Passing Certificate. (Original + 3 Attested Xerox Copies).
- ✓ HSC Mark sheet and Passing Certificate (Original + 3 Attested Xerox copies) provided their Enrolment Eligibility is confirmed earlier.

S.Y. B. Sc Nautical Technology Course

Category-D

Old Students of IDOL whose Enrolment / Eligibility is confirmed during the last 5 years.

- ✓ F.Y. B. Sc Nautical Technology Passed Original Mark sheet
- ✓ All the relevant Mark sheets + 3 Attested Xerox copies. In case of ATKT or Failures all the relevant Mark sheets in original + 3 Attested Xerox copies of each of the Mark sheets.
- ✓ Identity Card of F.Y. B. Sc Nautical Technology.

T. Y. B. Sc. Nautical Technology

Category -A & B

Students from Only BITS Pilani (Those students who have passed the Diploma in Nautical Science)

- ✓ *Provisional Eligibility Certificate issued by Eligibility Section, Room No.108, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina Campus, Santacruz - East, Mumbai 400 098. (Original + One attested Xerox Copy)*
- ✓ *Enrolment Form for eligibility cases to be collected from the Admission Counter and submitted duly filled in along with the Admission form along with proof of eligibility certificate.*
- ✓ *F.Y. B. Sc Nautical Technology Passed Original Mark sheets +3 Attested Xerox copies. In case of ATKT or Failures, all the relevant Mark sheets in original + 3 Attested Xerox copies of each of the Mark sheets*

- ✓ *S.Y.B. Sc. Nautical Technology Passed Original Mark sheets + 3 Attested Xerox copies. In case of ATKT or Failures, all the relevant Mark sheets in Original + 3 Attested Xerox copies of each the Mark sheets.*
- ✓ *Those students whose admission of F.Y.B. Sc Nautical Technology are not confirmed are not admitted to T.Y.B. Sc Nautical Technology Class.*

Category - D

Old Students of IDOL (whose enrolment / Eligibility is confirmed during the last 5 years)

- ✓ F. Y. B. Sc. Nautical Technology Passed Original Mark sheets + 3 Attested Xerox copies. In case of ATKT or Failures, all the relevant Mark sheets in Original + 3 Attested Xerox copies of each of the Mark sheets.
- ✓ S. Y. B. Sc. Nautical Technology Passed Original Mark sheets + 3 Attested Xerox copies. In case of ATKT or Failures, with the relevant Mark sheets in Original + 3 Attested Xerox copies of each of the Mark sheets.
- ✓ Identity Card of S. Y. B. Sc. Nautical Technology
- ✓ Details of confirmation of their Enrolment / Eligibility by the IDOL during last 5 years.

5.3 Important Notice:

- (i) **Incomplete forms without any of the required documents / information will be rejected.**
- (ii) **The N.O.C., Statement of Marks / Provisional Eligibility etc. submitted by the students will be sent for verification of authenticity / validity to their earlier 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 any 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 **as well as on the website**. 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.

5.4 General Instructions:

1. Whenever you approach the IDOL office for any work you should present your valid Identity Card/ Fee Receipt.
In case you are required to depute some one to the IDOL, you should give a letter of authority in the name of the person with your signature and also handover Identity Card (with the Roll No., if received) and Fee Receipt.
If you are approaching the Institute by postal correspondence for any purpose you should clearly mention personal details such as the course of study, Class and Roll Number, academic year of study, postal address with Pin Code, Telephone Number, Fax or E-mail, if any, in your letter.
2. Immediately after securing admission, you should collect your study material.
Please note that no document/certificate shall be issued on the day of application.
3. (a) The students admitted provisionally to the F.Y.B. Sc Nautical Technology Course should note that they should submit XII Standard Passing Certificate latest by 31st of December of the same academic year in Room No.7 Ground Floor of IDOL Building. Those who fail to do so,

will not be allowed to appear for their final examination.

This certificate will be available around November in their School / Jr. College from where they have passed their XII Std. examination.

(b) if you have taken admission on the basis of Provisional Eligibility Certificate you will not be allowed to appear for your final examination, unless you submit the Migration and Passing Certificate from your earlier university for confirmation of your provisional eligibility.

4. University Examinations are held twice in a year (i) March/April and (ii) October/November. Application forms for admission to these examinations are generally to be filled in by the students at least four months in advance. Since you have secured fresh admission, you are required to fill the examination form at the time of your admission to the respective course. However, the applications for admission to examination by the Ex-students/Repeaters are accepted in the month of June (for the examinations to be held in October/November) and in the month of November (for the examinations to be held in March/April). It is the responsibility of such students (i.e. Repeaters) to inquire from the Institute about the exact dates fixed for accepting the applications for examinations. The Institute does not take the responsibility of contacting student individually to intimate him/her about the dates fixed for accepting the examination forms.
5. If you wish to discontinue your studies, you should apply for the same in a prescribed form along with other required documents.
N.B. : You should read carefully the relevant rules/ordinances in respect of refund of fees so as to avoid inconvenience/loss to you.
6. All the cash payments for obtaining the documents are to be made first, along with the application at the cash counter (This includes the payment of Library, Deposit also)
7. Application for No Objection Certificate (N.O.C.) or for Bonafide Certificate should be made in the prescribed form and submitted at the Cash Counter. The Certificates applied for, are not issued on the same day.
8. You should make all enquiries only at Enquiry Counter. You may meet the Public Relations Officer, if you are not satisfied with the clarification given at the enquiry counter. You or your relatives/ friends should not approach any other officer directly for your enquiries.
9. You are advised to refer to the back cover of the Prospectus carefully. It is an attempt made by the Institute to communicate with you regarding the use of information technology. You should avail of this facility.

6. Support Services

6.1 INSTRUCTIONS:

1. Students are requested to check details of Examination time table on University Website www.mu.ac.in and Notice Board at Institute of Distance and Open Learning University.
2. PCP programme for Undergraduate Courses will be conducted in April / October. Dates and timings will be displayed on the notice board and also on the University website: www.mu.ac.in.
3. Students must carry with them their valid Identity Card each time when they attend their lectures or visit the Institute of Distance Education.
4. Students are requested to meet the centre Co-ordinators for academic problems, if any.
5. Students are requested to remain in contact with the Centre Co-ordinator for any change in the Time Table.
6. Attending the PCP/Tutorials/Lectures is not compulsory but will certainly be of utmost academic importance.

TENTATIVE PCP LECTURE TIMING 6:00 PM TO 8:00 PM

6.2 Library Facilities:

IDOL provides Reading Hall and the Library Facility for students at its building in Room No.215 at Dr. Shankar Dayal Sharma Bhavan, Vidyanagari on the Second Floor & Room No.203. During the Examination season Reading Hall of the Institute is open from 8.00 a.m. to 8.00 p.m. on working days (Monday to Saturday) except on 2nd and 4th Monday. Otherwise it remains open during office hours i.e. 10.20 a.m. to 6.00 p.m. only on working days.

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

Book Lending Facility for home-study is provided on payment of a deposit of Rs..300/- 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.

6.3 Audio - Video Centre:

Video Cassettes / CDs in the subject of Commerce, Economics and Nautical Technology are available for viewing only and the schedule 'is available in the Audio Video Center of the IDOL located on 2nd Floor, Room No.205 for the students of F.Y.B. Sc Nautical Technology, S.Y.B. Sc Nautical Technology, T.Y.B. Sc Nautical Technology. List of Videos / Cassettes /CDs are displayed on the Notice Board in the Audio-Visual Centre.

7. Institute Rules

7.1 Cancellation of Admission / Refund of Fees:

If you who wish to cancel your admission, you should apply in the prescribed form (separately included in your Admission Kit) within thirty days from the date of admission and your fees will be refunded as per following ordinances.

O.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 University, in writing within 30 days from the date of his admission, provided he has not been issued study material.**

O.2859(O): 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 University) of the University or affiliated to the University; and
- 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.

7.2 Change in Name and /or Address:

For intimating changes in your name and address, you 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;**

7.3 Issue of Duplicate Identity Card, Marks 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 Marks Sheet (Rs. 100/-)

The prescribed fee for applying for Duplicate Marks Sheet is Rs.100/-to be paid in cash during cash transaction days and hours.

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. Examination, the Prescribed Application Form is available with the Examination Section of the University at the Mahatma Jyotirao Phule Bhavan (Exam House) in Vidyanagari Campus.

(c) Bonafide Certificate (Rs.10/-) and Transcript Certificate (Rs.500/-)

The prescribed fee for applying for the Bonafide Certificate is Rs.10/- and the Transcript Certificate is Rs.500/- to be paid in cash during cash transaction days and 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 and Second Half of the Calendar Year

1. As a Fresh / New student you are eligible to appear for the University examination only after satisfactory completion of one academic year.
2. You are permitted to write your answers in English only. The Question paper will be in English only.
3. In case you do not appear or appear and fail or ALLOWED TO KEEP TERMS for the examination of higher class (awarded ATKT, you can appear as an Ex-student / Repeater in the Second Half (October-November) Examination. For this you are required to make enquiries in the month of June for filling in the Examination Form.
4. As an Ex-Student / Repeater if you wish to appear for the March-April examination of the next subsequent calendar year you are required to make enquiries in the month of November for submission of the examination forms.
5. The I. D.E. does not send any information to its Ex-Students / Repeaters.
6. The time-table of the examination will be put-up on IDE Notice Board and University Website about 10 days before the commencement of the examination. The information regarding the examination, seat numbers and the hall ticket and the place 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 in case of T. Y. B. Sc. Nautical Technology Examination.

7.5 Refund of Examination Fees:

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

1. Where a candidate dies prior to the examination, the entire fee shall be refunded.
2. Where a candidate is taken ill subsequent to the submission of his 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 provided an application of such refund, supported by a medical certificate, is submitted to the Professor-cum-Director of the Institute, at least **three days before the date of commencement of the examination.**

(Note: 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 IDOL).

7.6 Eligibility at the Examination and Standard of Passing:

First Year B. Sc. Nautical Technology Examination

O.5569: A candidate for being eligible for admission to the First Year B.Sc. Nautical Technology Examination shall produce a testimonial of having enrolled for the First Year of B.Sc. Nautical Technology Degree Course at least one Academic Year in advance of the Examination.

R.5282: Candidates for the first year shall be examined in the subjects as indicated below:

Unit No.	Subject/Title	Duration of Examination	Maximum Marks
1	Basic Terrestrial Navigation Technology - Paper I	3 Hours	100
2	Basic Celestial Navigation Technology - Paper I	3 Hours	100
3	Basics of Bridge Watch-keeping Technology - Paper I	3 Hours	100
4	Basic Cargo Handling and Stowage Technology - Paper I	3 Hours	100
5	Basic Ship Construction and Stability - Paper I	3 Hours	100
6	Basic Ship Operation Technology - Paper I	3 Hours	100

R.5283: The following are the syllabi in various subjects prescribed for the First Year Examination of the B.Sc. Nautical Technology Degree Course (ANNEX I)

Standard for passing at the First Year B. Sc. Nautical Technology Examination

R.5284: To pass the First Year Examination, a candidate must obtain a minimum marks required for passing in each subject for passing as shown below:-

Unit No.	Subject/Title	Pass Marks
1	Basic Terrestrial Navigation Technology - Paper I	70
2	Basic Celestial Navigation Technology - Paper I	70
3	Basics of Bridge Watch-keeping Technology - Paper I	50
4	Basic Cargo Handling and Stowage Technology - Paper I	60
5	Basic Ship Construction and Stability - Paper I	60
6	Basic Ship Operation Technology - Paper I	50

R.5285: An unsuccessful candidate who secures minimum marks required for passing in a subject, may at his option, be exempted from appearing in that subject at subsequent attempt, and shall be declared to have passed the whole examination on his passing in the remaining subject/s.

Second Year B. Sc. Nautical Technology Examination

O.5570: No candidate shall be permitted to the Second Year Examination of B.Sc. Nautical Technology Degree Course unless:

- 1) he/she has passed the First Year B.Sc. Nautical Technology Examination,
- 2) has enrolled for the Second Year of B.Sc. Nautical Technology Degree Course at least one Academic Year in advance of the Examination, and
- 3) has already performed a minimum of eight months of practical shipboard training as approved sea-going service as an officer trainee in the Nautical Department of a sea-going ship (Testimonial to be submitted as proof in the form of Sea-time Certificate from the shipping company or Attested copy of Continuous Discharge Certificate or certificate of competency as navigating officer.-To be checked at the time of collection of Hall Ticket

O.5571: Notwithstanding what is contained in O 5570 Para 1), a candidate who fails at the first Year Examination in not more than three subjects mentioned below shall be permitted to keep terms for the Second Year of the B.Sc. Nautical Technology Degree Course, but shall not be declared to have passed the Second Year Examination unless he/she has passed in all the subjects of the First Year Examination either previously or simultaneously with the Second Year Examination.

Unit No.	Subject/Title
1	Basic Terrestrial Navigation Technology - Paper I
2	Basic Celestial Navigation Technology - Paper I
3	Basics of Bridge Watch-keeping Technology - Paper I
4	Basic Cargo Handling and Stowage Technology - Paper I
5	Basic Ship Construction and Stability - Paper I
6	Basic Ship Operation Technology - Paper I

R.5286: Candidates for the second year shall be examined in the subjects as indicated below:

Unit No.	Subject/Title	Duration of Examination	Maximum Marks
1	Applied Terrestrial Navigation Technology - Paper II	3 Hours	100
2	Applied Celestial Navigation Technology - Paper II	3 Hours	100
3	Applied Bridge Watch-keeping Technology - Paper II	3 Hours	100
4	Applied Cargo Handling and Stowage Technology - Paper II	3 Hours	100
5	Applied Ship Construction and Stability - Paper II	3 Hours	100
6	Applied Ship Operation Technology - Paper II	3 Hours	100

R.5287: The following are the syllabi in various subjects prescribed for the Second Year Examination of the B.Sc. Nautical Technology Degree Course (ANNEX II)

Standard for passing at the Second Year B. Sc. Nautical Technology Examination

R.5288: To pass the Second Year Examination, a candidate must obtain a minimum marks required for passing in each subject for passing as shown below:-

Unit No.	Subject/Title	Pass Marks
1	Applied Terrestrial Navigation Technology - Paper II	70
2	Applied Celestial Navigation Technology - Paper II	70
3	Applied Bridge Watch-keeping Technology - Paper II	50
4	Applied Cargo Handling and Stowage Technology - Paper II	60
5	Applied Ship Construction and Stability - Paper II	60
6	Applied Ship Operation Technology - Paper II	50

R.5289: An unsuccessful candidate who secures minimum marks required for passing in a subject, may at his option, be exempted from appearing in that subject at subsequent attempt, and shall be declared to have passed the whole examination on his passing in the remaining subject/s.

Third Year B. Sc. Nautical Technology Examination

O.5572: No candidate shall be permitted to the Third Year Examination of B.Sc. Nautical Technology Degree Course unless:

- 1) he/she has passed the Second Year B.Sc. Nautical Technology Examination,
- 2) has enrolled for the Third Year of B.Sc. Nautical Technology Degree Course at least one Academic Year in advance of the Examination, and

- 3) has already performed a minimum of twenty-four months of practical shipboard training as approved sea-going service as an officer trainee in the Nautical Department of a sea-going ship (Testimonial to be submitted as proof in the form of "Sea-time Certificate" from the shipping company or Attested copy of Continuous Discharge Certificate or certificate of competency as navigating officer.-To be checked at the time of collection of Hall Ticket)

O.5573: Notwithstanding what is contained in O.5572 Para 1), a candidate who fails at the Second Year Examination in not more than three subjects mentioned below shall be permitted to keep terms for the Third Year of the B.Sc. Nautical Technology Degree Course, but shall not be declared to have passed the Third Year Examination unless he/she has passed in all the subjects of the Second Year Examination either previously or simultaneously with the Third Year Examination.

Unit No.	Subject/Title
1	Applied Terrestrial Navigation Technology - Paper II
2	Applied Celestial Navigation Technology - Paper II
3	Applied Bridge Watch-keeping Technology - Paper II
4	Applied Cargo Handling and Stowage Technology - Paper II
5	Applied Ship Construction and Stability - Paper II
6	Applied Ship Operation Technology - Paper II

R.5290: Candidates for the third year shall be examined in the subjects as indicated below:

Unit No.	Subject/Title	Duration of Examination	Maximum Marks
1	Terrestrial Navigation Technology - Paper III	3 Hours	100
2	Celestial Navigation Technology - Paper III	3 Hours	100
3	Bridge Watch-keeping Technology - Paper III	3 Hours	100
4	Cargo Handling and Stowage Technology - Paper III	3 Hours	100
5	Ship Construction and Stability Paper III	3 Hours	100
6	Ship Operation Technology Paper III	3 Hours	100

R.5291: The following are the syllabi in various subjects prescribed for the Third Year Examination of the B.Sc. Nautical Technology Degree Course (ANNEX III)

Standard for passing at the Third Year B. Sc. Nautical Technology Examination

R.5292: To pass the Third Year Examination
 (i) a candidate must obtain a minimum marks required for passing in each subject for passing as shown below:-

Unit No.	Subject/Title	Pass Marks
1	Terrestrial Navigation Technology - Paper III	70
2	Celestial Navigation Technology - Paper III	70
3	Bridge Watch-keeping Technology - Paper III	50
4	Cargo Handling and Stowage Technology - Paper III	60
5	Ship Construction and Stability - Paper III	60
6	Ship Operation Technology - Paper III	50

- (ii) Award of Class to successful candidates shall be on the basis of marks obtained at Third Year B.Sc. Nautical Technology Examination as indicated below:

	Class	First Class	First Class with Distinction
Total	Overall Class	360 marks	420 marks

R.5293: An unsuccessful candidate who secures minimum marks required for passing in a subject, may at his option, be exempted from appearing in that subject at subsequent attempt, and shall be declared to have passed the whole examination on his passing in the remaining subject/s. Such candidate shall not be eligible for a class, prize or scholarship, awarded at the examination.

7.7 Improvement of Class:

Candidates who have passed the B. Sc Nautical Technology 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. Sc Nautical Technology degree examination with the same subjects without being required to keep any terms.

Column 1	Column 2
(a) Pass Class	(a) First Class
(b) First Class	(b) First Class with distinction

If candidates who reappear for the third-year B. Sc Nautical Technology Degree examination under the provisions of this ordinance fail to improve their class, their performance at such reappearance will be ignored.

7.8 Credit Earning System (A.T.K.T.):

Under-graduate students are given the benefit of A.T.K.T. (Allowed to Keep Terms). If a student does not fail in more than three papers at any one examination, he / she can join the next higher class. He / She can clear these remaining papers at the subsequent examination, so that he / she does not lose a year. B. Sc Nautical Technology students will have to pass in minimum three subjects out of six subjects for being eligible for ATK.T.

7.9 Transference and Migration Certificates:

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 IDE by paying the prescribed fee of Rs.100/- and 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.

The filled in 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 Asst. Registrar (Administration), Institute of Distance Education. 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 at the counter.

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

7.10 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 by the student and the approval by the competent authority of the IDE and the University of Mumbai in due course.

7.11 Convocation :

The students who have completed the course i.e. who have passed their Degree Examination of the University should apply for the degree at Convocation. Enquiries in this regard may be made with **The Deputy / Asst. Registrar, Examination Section, University of Mumbai, Mahatma Jyotirao Phule Bhavan, Examination House, Vidyanagari, Santacruz (East), Mumbai 400 098** on working days during office hours. The Institute of Distance Education does not issue these certificates.

Similarly, for duplicate copies of Statement of Marks, Passing Certificate or Degree Certificate, as well as for re-verification of marks of T. Y. B. Sc. Nautical Technology examination, the candidates have to apply in the prescribed form to the Accounts section at the above address.

7.12 How to obtain University Prescribed 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, 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. Old Question Papers will be also available for reference in the Library of the institute at Vidyanagari Campus.

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.

7.13 Ex-Student:

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

7.14 Queries:

Anticipating the problems, which you may face while doing this course, we have presented our answers, suggestions, rules & regulations etc.