

1. INTRODUCTION

1.1 THE UNIVERSITY OF MUMBAI

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, other being Calcutta and Madras Universities.

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

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

1.2 THE INSTITUTE

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

Institute has 75 permanent staff members including Professor - cum - Director, Dy. Director (Academic), 5 Teaching Faculty, 1 Assistant Director (Academic) and 4 part-time Co-ordinators of I. T. Courses, 2 Deputy Registrars, 1 Public Relation cum Publicity Officer, 5 Asstt. Registrars and 5 Superintendents and 150 Seasonal Clerks and Peons. Apart from this, 1500 visiting faculties are also working in the 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 80,000 in the last academic year 2009-10. The students are also giving excellent responses by topping the merit lists 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. Many students of IDOL have gone abroad for seeking higher education in the USA, the UK, Australia, Canada, New Zealand etc. during last year. Many well known film personalities have been also enrolled in IDOL.

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

1.3 AIMS AND OBJECTIVES

The main objectives of the institute are:

1. To provide facilities of higher education to the working population, women and adults, who wish to upgrade their education or acquire knowledge in various disciplines.
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/her knowledge or he/she 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 with wi-fi connectivity.
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. The 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) for the students as an additional facility.
6. The institute has an independent library and two reading rooms for the students. Forty-one thousand books are available with a good number of journals of national and international repute.
7. Guidance lectures (Personal Contact Programmes) are conducted every year at about 76 centres in Mumbai and around.
8. Counseling to the students during office hours at headquarters is given by the core faculty.

1.5 INSTRUCTIONAL SYSTEM:

The methodology of instructions at Institute of Distance and Open Learning of the University of Mumbai is different from that of the conventional University/College. Our system is more 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 and counseling with teachers at IDOL by the core faculty is available between 3.00 p.m to 5 p.m. from Mon. to Sat. (excluding 2nd and 4th Saturdays of every month and public holidays) in Room No. 106A, IDOL.



2. ADMISSION

2.1 ADMISSION KIT

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

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

DEMAND DRAFT/PAY ORDER

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

2.2 ADMISSION PROCEDURE

1. Admission fees is to be paid by Demand Draft/Pay Order only. Please write your full name, postal address, telephone number, course, form No. and date of payment of fees on the reverse side of the DD/Pay Order.
2. Submit the application duly completed and signed along with the **original certificates and self attested copies** to the staff at the respective counters for verification.
3. Fill in A, B, C, D Parts of **Account-cum-Receipt Form** and retain '**D**' part of the same and your Identity Card duly signed and stamped
4. Collect the study material from the ground floor of the institute. **(Room No.5)** between 11.00 a.m. and 5.00 p.m.
5. If you are not in a position to come in person to the institute for securing admission, **you may send your application by registered post to the Director**, along with the certificates and other documents as mentioned above and a Demand Draft/Pay Order for the amount of fees for the course. It must reach institute before the last date fixed for accepting the admission forms. Identity Card and part 'D' of the Account-cum-Receipt and Study Material will be dispatched by Registered Post Parcel only. The application, which is received by the post after the last date, is liable to be rejected.
6. The students, passing in supplementary examination (i.e June/November) of the current academic year, will not be permitted to take admission in the next class for the same year.
7. Roll numbers will be allotted to students in the month of February, 2011 and it will be uploaded on university **web site: www.mu.ac.in/idol**. Students are requested to check their roll numbers displayed on university web site.
8. Rights to admission is reserved with the Professor-cum-Director, IDOL.
9. Confirmation of Admission: Admission of the student will be provisional at the first stage. It will be confirmed only on submission of the relevant documents/certificates viz TC., Migration Certificate, Statement of Marks passing/Degree certificate etc. and consequently it will be approved by the competent authority of the IDOL and those of University of Mumbai in due course.

Attestation of Documents

The university has decided to accept the self- attested copies of documents /papers provided by the students.

It is made clear that if any false attestation / falsified record are detected, the student will be debarred from the university /institute and in addition a criminal case under relevant section of IPC (viz, 470,471,474 IPC etc) will be instituted against him/her to subject him/her to the requesting criminal proceedings.

2.2 A COMMON DOCUMENTS FOR ADMISSION OF ALL COURSES

(All xerox copies should be self attested):

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

2.3. ELIGIBILITY CASE: -

(For other university and CBSE / NIOS / other State Board Candidates) date of issue of the Eligibility Certificate should be of same academic year. **Old Eligibility Certificate will not be valid for the admission.**

The students from CBSE, NIOS, H.S.C. Boards other than Maharashtra State, Dip. Ed. and Degree from other than University of Mumbai, will have to obtain the Eligibility Certificate which will be issued from Eligibility Unit, Room No.108, Institute of Distance and Open Learning Dr. Shankar Dayal Sharma Bhavan, Vidyanaagari, 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 which may take 8 to 10 working days. Without provisional Eligibility Certificate student will not be allowed to take admission in any course.

N.B.: Refund of Eligibility fees: The candidate, who failed to get the Eligibility Certificate, can claim for eligibility fees.

2.3.1 Required Documents for Eligibility Certificate:

1. H.S.C and onwards all examinations (F.Y., S.Y. & T.Y.) Original + 2 self attested xerox copies of mark sheet.
2. Proof of Date of Birth.
3. Proof of Residence.
4. Gap Certificate, if applicable.
5. Migration / T.C. Certificate.
6. Convocation / Degree certificate.

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2.4 ADMISSION CENTRES:-

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

Name of Address of the Admission Centres :

WESTERN LINE:

- CHURCHGATE:** IDOL Library, Vidyapeeth Vidyarthi Bhavan, 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:** (1) Dnyansadhana College, Parab Vadi, Service Road, Thane (W).
(2) N.K.T. College, Thane (W).
- BHIWANDI:** Bhiwandi Nizampur Nagar Palika College of Arts and Commerce, (B.N.N.) Bhiwandi, Dist.Thane.
- DOMBIVALI :** Eknath Baburao Madhavi Senior College of Arts, Science and Commerce, Aarye Road, Dombivali (East.), Dist.Thane.
- KALYAN (W):** Birla College, Kalyan (W), Dist. - Thane, PIN- 421301.
- ULHASNAGAR:** C.H.M. College Ulhasnagar -3, Dist- Thane.

HARBOUR LINE :NAVI MUMBAI

- NAVI MUMBAI:** DVS College of Commerce, Plot No. 20/23, Sector 17, Koparkhairne, Navi Mumbai-400 709.
- NEW PANVEL:** C.K.Thakur College, Plot No.1, Sector 11, Khanda Colony, New Panvel(W).

RAIGAD DISTRICT:

- ALIBAG:** J.S.M. College, Alibag, Dist. Raigad.
- MAHAD:** Dr. Babasaheb Ambedkar College, Mahad, Dist. Raigad.
- MHASALA:** V.N. College, Mhasala, Dist. Raigad
- POLADPUR :** S.M. College, Poladpur, Dist. Raigad.

RATNAGIRI DISTRICT:

- KHED:** I.C.S. College of Arts, Commerce and Sci. Khed, Dist Ratnagiri.
- RATNAGIRI:** University Sub Centre, MIDC Mirjole, Dist. Ratnagiri.

SINDHUDURG DISTRICT:

- BANDA:** Goghate College, Banda, Dist - Sindhudurg

2.5 EXAMINATION HALL TICKET:-

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

2.6 H.S.C. PASSING CERTIFICATE:-

The student who has passed his/her 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).

2.7 Induction Meeting Schedule for All Programmes

Sr.No	Name of the Course	Date of Induction Meeting	Time	Venue
1.	M.A. Part-I Education	1 st Saturday November, 2010	11.00 a.m.	IDOL Building (Room No.006)
2.	M.A. Part-I (History)	3 rd Saturday November,2010	11.30 a.m.	IDOL Building (Room No.006)
3.	M.A. Part-I (Economics)	3 rd Saturday November,2010	3.00 a.m.	IDOL Building (Room No.006)
4.	M.A. Part-I (English)	2 nd Saturday November,2010	11.30 a.m.	IDOL Building (Room No.006)
5.	M.Sc. (Mathematics)	17 th October, 2010	11.00 a.m.	IDOL Building (Room No.206)
6.	PGDORM-I	21 st November,2010	11.00 a.m.	IDOL Building (Room No.206)
7.	PGDFM-I	2 nd Saturday November,2010	3.00 p.m.	IDOL Building (Room No.206)

3. COURSES IN THE FACULTY OF ARTS

3.1 Under Graduate Courses:

The duration of the course for the degree of bachelor of arts shall be 3 years.

3.1.1 F.Y.B.A.Course:

Total Marks 600 - in 6 papers.

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

B) Admission Fees for the Course:-

- (1) Rs. 2350/- for the students of General Category.
- (2) Rs. 120/- for the students of Reserved Category (Only for those who are eligible and wish to apply for Freshship/Scholarship Scheme)

(C) Subjects to be offered:

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

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

Group A - Social Science - I

Name of the Subject	Study Material available in English	Study Material available in English
Psychology -Paper - I (General Psychology)	Yes	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) (Rev)	Yes	Yes

Group A - Social Science - II (Any one)

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

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

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

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

B) Admission fees for the course:-

(1) **Rs. 2350/- for the students of General Category.**

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

C) Subjects:-

Compulsory Subjects

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

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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 III - Developmental Psychology	Yes Yes	No No
Philosophy (Rev) - Paper II - Indian Philosophy Paper III- History of Western Philosophy	Yes Yes	Yes Yes
Economics - Paper II - Macro Economics Paper III - Policies and Prospects of Indian Economy.	Yes No	No Yes
History - Paper II - History of Asia (1900--1976) Paper III - Ancient India (Up to 1000 AD.)	Yes Yes	Yes Yes
Sociology(Rev) - Paper II - Indian Society :Concept, Structure and process. Paper III - Emerging Issues in Indian society.	Yes Yes	Yes Yes
Political Science - Paper II -Indian Political System Paper III - Public Administration	Yes Yes	Yes Yes
Commerce - Paper II - Financial Management (Rev) Paper III - Introduction to Marketing (Rev)	Yes Yes	No Yes
Rural Development- Paper II - Rural Society and its problems Paper III - Rural Govt., Administration & Policy	Yes Yes	Yes Yes
Education Paper II - Educational Psychology Paper III - Guidance & Counseling	Yes Yes	No Yes
English Literature (Ancillary Language) Paper II - Reading Poetry Paper III - Indian writing in English & Indian Literature in Translation	Yes Yes	-- --
Marathi Literature - Paper II Paper III	-- --	Yes Yes
Hindi Literature - Paper II Paper III	-- --	No No
Urdu Literature - Paper II Paper III	-- --	No 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 O.2217 - A at the S.Y.B.A. examination University of Mumbai. Students migrating from other universities, require to obtain Eligibility Certificate to secure admission for T.Y.B.A. course, from Eligibility Unit, Room No. 108, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina, Santacruz (E.), Mumbai - 400 098.

B) Total fees for the course:-

(a) Rs. 2650/- (Including Convocation Fees) for students of General Category.

(b) Rs 370/- (Rs. 120/- Admission Fees + Rs. 250/- Convocation Fees) for the students of Reserved Category.

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

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C)Subjects:-

Sr.No	Name of the Subject	Study Material Available in English	Study Material Available in Marathi
1.	COMMERCE (3 Papers only)(Old Course)		
	Paper IV Personnel Management	Yes	Yes
	Paper V Fundamentals of Finance (Production Management)	Yes	Yes
	Paper VI Management of Small Scale Industries	Yes	Yes
2.	SOCIOLOGY (3 Papers IV, V VI or 6 Papers from Papers IV & IX) (Revised Courses)		
	Paper IV Social Theory	No	No
	Paper V Sociology of Work	Yes	No
	Paper VI Gender and Society	Yes	No
3.	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	Yes
	Paper VII - History of the Marathas (1600-1818)	Yes	Yes
	Paper VIII -Contemporary World (1945-2000 A.D.)	Yes	Yes
	Paper IX - Elements of Research Methodology.	Yes	No
4.	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
5.	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	Yes	No
6.	ECONOMICS (3 Paper with Paper IV, V & VI or 6 Papers from Papers IV to IX) (Rev. Course)		
	Paper IV - Advanced Economic Theory	Yes	No
	Paper V - Growth and Development	No	No
	Paper VI - Indian Financial System	Yes	No
	Paper VII - Research Methodology	No	No
	Paper VIII - International Economics	Yes	Yes
	Paper IX - Export Management	Yes	No
7.	ENGLISH LITERATURE 3 Papers only (Revised w.e.f. 2008-09 for IDOL students)		
	Paper IV British Literature from 1550-1750	Yes	--
	Paper V English Language and Literary Criticism	Yes	--
	Paper VI Theory and Practice of Translation	Yes	--

8.	MARATHI LITERATURE (Revised) (3 Papers with Paper IV, V & VI or 6 Papers from Papers IV to IX)		Study Material in Marathi
	पेपर ४ - प्राचीन मराठी वाङ्मयाचा इतिहास (प्रारंभ ते १८१८)	--	Yes
	पेपर ५ - साहित्यशास्त्र आणि साहित्य समीक्षा	--	Yes
	पेपर ६ - साहित्य आणि समाज	--	Yes
	पेपर ७ - भाषा विज्ञान परिचय आणि मराठी व्याकरणाची रूपरेखा	--	Yes
	पेपर ८ - लेखक अभ्यास - चिं. त्र्यं. खानोलकर	--	Yes
	पेपर ९ - भाषांतर, रूपांतर, अनुवाद आणि निबंध लेखन	--	Yes
9.	RURAL DEVELOPMENT (3 Papers only)	S.M. in Eng.	S.M. in Mar.
	Paper IV- Rural Development in India Theory & Practice.	No	Yes
	Paper V - Agriculture & Allied Activities.	No	Yes
	Paper VI-Voluntarism & Management of Voluntary Sector.	No	Yes

- N.B. :** 1. Students can select only those optional subjects which they have offered at the F.Y. and S.Y.B.A.
2. The Applied paper No. VI and IX in all subjects at T.Y.B.A. examination for IDOL students will be of 100 marks and 3 hours duration. 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.

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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. Student must have passed the bachelor's degree examination of this university in any faculty or equivalent degree from other university.

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

Students admitted on the basis of Provisional Eligibility Certificate should submit their following documents to the IDOL office : Original Migration Certificate, Mark sheet, Degree Certificate of the qualifying examination for confirmation of eligibility for admission to the said course on or before 31st October, failing which there admission is liable to be cancelled.

B) Fees for the M.A. Part - I

(a) Rs. 5,500/- for General Category.

(B) Rs.120/- for the students of Reserved Category. (Only for those who are eligible and wish to apply for Freeship/Scholarship 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/she has taken the Bachelors degree earlier, in person or in absentia at 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.

(B) Fees for M.A.Part - II:

(a) Rs. 4,300/- for General Category including Convocation fees.

(b) Rs.370/- (Rs. 120/- Admission fees + Rs. 250/- Convocation fees) for the students of Reserved Category. (Only for those who are eligible and wish to apply for Freeship/Scholarship Scheme).

C) 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	साहित्यप्रकारचा अभ्यास नाटक	Yes	P-II	प्राचीन कालखंडाचा अभ्यास (बहामणीकाळ)	Yes
P- III	मराठी वाङ्मयाचा इतिहास (१८४७-१९६०)	Yes	P-IV	साहित्यशास्त्र	Yes
P- V	मराठीचा भाषा वैज्ञानिक अभ्यास	Yes	P-VI	उपयोजित समीक्षा (सुधारीत)	Yes
P-VII	आधुनिक गद्य आणि पद्य १९६०	Yes	P-VIII	दलित साहित्य किंवा	Yes
	नंतर			लोकसाहित्य	Yes

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

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

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	Yes	P-V	Historical Method and Philosophy of History	Yes	Yes
P- II	Indian National Movement (1858-1947)	Yes	Yes	P-VI	History of U.S.A. in 20th Century.	Yes	Yes
P - III	History of Europe (1789-1919)	Yes	Yes	P- VII	History of Buddhism & Jainism up to 1000 A.D.	Yes	Yes
P - IV	History of China (1900-1992)	Yes	Yes	P- VIII	Social, Economic and Administrative History of the Marathas (1630-1818 A.D.)	Yes	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- VI	Public Economics
	Group-II		Group-II
P- I	Agricultural Economics	P- II	Agricultural Economics
P-I	Industrial Economics	P-II	Industrial Economics

*Study Material available in English

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HINDI (With Study Material)

MA-I	Papers Name	STUDY MATERIAL	MA-II	Papers Name	STUDY MATERIAL
P- I	आधुनिक गद्य	No	P- II	आधुनिक काव्य	Yes
P- III	हिंदी साहित्य का इतिहास	Yes	P- IV	भाषा विज्ञान एवं हिन्दी भाषा	Yes
P- V	प्राचीन एवं मध्यकालीन हिन्दी काव्य	Yes	P- VI	साहित्य लेखन काव्यशास्त्र	Yes
P- VII	प्रयोजन मुलक हिन्दी	Yes	P- VIII	जनसंचार माध्यम	Yes

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 (Study Material available)	P- VI	Literature of Romantic & Victorian Period
P- III	Literature of English Renaissance and Restoration	P- VII	Angle-Irish Literature of the Twentieth century
P- IV	Nineteen and Twentieth American Century Literature	P-VIII	Indian Literature in Translation

3.2.3 M.A. - EDUCATION PART- I.

A) Eligibility for Admission:

Those who have passed the B.Ed./B.A(with Education as one of the elective papers) or equivalent degree from other university are eligible, whereas students who have passed B.P.Ed., B.Ed.Physical, B.Ed. (Spl. Edu.) etc. are not eligible for admission.

B) 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/she has taken the bachelors degree earlier, in person or in absentia at 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.

A) Eligibility for Admission

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

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

C) About the Course:

M.A. in Education is aimed at developing professionals for effective participation in educational activity in different areas. Post graduate programme is an innovative course in education which emphasizes both disciplinary & professional dimensions of education. The program comprises of 6 core papers and 2 electives to be selected from 4 papers.

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

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

D) Induction Meeting

An induction meeting of all the students of M.A. (Part I only) will be held on 1st Saturday of November every year at room number 006, 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.

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Assignments

There are 2 assignments in each paper. Thus there are 16 assignments to be submitted by each student both in part one and part two. The assignment comprises 20% weightage of the total marks. The assignment questions of academic year 2010-11 are also valid for Second Half examination of 2011.

- * 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:

MA Part - I (Education)	
Paper I	1) Write a critical essay on the relationship between education and cultural development in the present Indian context. 2) Write a critical essay on the effects of schooling on individuals in the present Indian context.
Paper II	1) Describe some of the recent trends in Inclusion. 2) Conduct a survey to study teacher's perception of common classroom problems and write a report.
Paper III	1) Prepare a research proposal on a current topic of relevance to education. 2) Develop a tool for measuring a variable which has relevance to education.
Paper - IV	1) Compare Teacher Education programmes in India with any of the following countries China, South Africa. 2) Preparation of performance appraisal format for Teacher Educators.

MA Part - II (Education)	
Paper - V	1) What do you understand by quantitative and qualitative approach in educational Research? 2) What do understand by PLACEBO? Which are the different types of independent variables?
Paper - VI	1) What are the present trends in H.R.D.? What are the characteristics of successful Economic development in terms of Education? 2) What are new trends in Education and Politics? What type of Education would you intend to provide with certain political ideologies in your mind? Explain it.
Paper - IX	1) What is the concept of www? State the uses of www in the field of Education? What are the essential elements required for creating a web page? 2) "Computer Simulation enhances higher order thinking" Justify the statement in the light of characteristics and advantages of Computer Simulation in education and training.
Paper - X	1) What is the difference between In-service and previous teacher education? What improvement can you suggest to make research on teacher education more Meaningful? 2) Explain how MSCERT works as resource centre for improving quality in teacher education?

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 and if you are convinced that others will have difficulty in reading your handwriting, you may type your responses.
- Please keep with you a copy of the assignment response which you send us. You may need them in case you have to resubmit them in 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.

F) Subjects for M.A. Education

M.A. (Education)

M.A. Part-I	Name of the Papers (Revised Syllabus)	STUDY MATERIAL		M.A. Part-II	Name of the Papers (Old Syllabus)	STUDY MATERIAL	
		Eng.	Mar.			Eng.	Mar.
P- I	Advanced Philosophy and Sociology of Education	Yes	No	P-V	Research Methodology in Education	Yes	No
P- II	Advanced Educational Psychology	Yes	No	P-VI	Politics & Economics of Education	Yes	No
P- III	Research Methodology in Education	Yes	No	P-IX	Information & Communication Technology(Elective Paper)	Yes	No
P- IV	Teacher Education	Yes	No	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.

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G) SUPPORT SERVICES :

Personal Contact Programme for M.A. Education.

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

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

Sr. No.	Name of the College and Address	Sr. No.	Name of the College and 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), Mumbai-400 054. Tel. No. 2604 4641 Course Co-Ordinator : Dr. Anita Swamy

INSTRUCTION

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

No separate correspondence in this regard will be made.

Counseling

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

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

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

Those of the successful candidate who pass Part I and 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 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. 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 B.A./B.Sc. degree examination with at least five papers in Mathematics of this university or any other university.

B. FEES FOR THE COURSE:

A. Rs.5,400/- Fees for the General Category:

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

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

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

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.

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 submit the M.A./M.Sc.Part-I mark sheet within 10 days from the date of declaration of result.

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B. FEES FOR THE COURSE:

- A. Fees for the General Category:**
Rs.4,300/- (including Convocation Fees)
- B. Fees for the Reserved Category students:**
Rs.370/- (Rs. 120/- Admission fees + Rs. 250/-Convocation fees) (only those who apply for Scholarship/Freeship Scheme)
- C. Subjects for M.A./ M.Sc. (Mathematics) Part I & II (without Study Material)**

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

M.Sc. Part I	Name of the Papers	M.Sc. 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 Any two from the following.	Graph Theory
Paper V	Combinatorics	Group 'A'	Numerical Analysis
		Group 'B'	Functional Analysis OR
		Group 'C'	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) Fees for F.Y.B.Com course:-

- Rs. 2350/- for the students of General Category
- Rs. 120/- for the students of Reserved Category (Only for those who are eligible and wish to apply for Freeship/Scholarship Scheme)

C) Subjects:-

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)	Yes	Yes
2.	Business Communication	Yes	No
3.	Business Economics - Paper - I	Yes	No
4.	Commerce - Paper - I (Business Development) (Rev).	Yes	Yes
5.	Environmental Studies (Revised)	Yes	No
6.	Mathematical and Statistical Techniques(Rev)	Yes	No
7.	Accounts Paper I - Accounting and Financial Management.	Yes	No

4.1.2 S.Y.B. Com. Course

A) Eligibility for Admission.

- The student must have passed F.Y.B.Com. examination of University of Mumbai or equivalent exam of other university.
OR
- The student must have prevailing rule of Allowed to keep Terms (ATKT) as per 0.2165-B at the F.Y.B.Com. Examination of University of Mumbai.

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

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

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B) Admission Fees for the Course:-

- (a) Rs. 2350/- for the students of General Category
- (b) Rs. 120/- for the students of Reserved Category. (Only for those who are eligible and wish to apply for Freeship/Scholarship Scheme)

C) 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 (Rev)	Yes	Yes
2.	Applied Component Group (Any one of the following) i Advertising (Old) OR ii Company Secretarial Practice	Yes Yes	No Yes
3.	Business Law	Yes	Yes
4.	Business Economics - Paper - II (Revised for IDOL Students.)	Yes	No
5.	Commerce - Paper II (Principles of Management and Finance) (Revised)	Yes	Yes
6.	Accounting and Financial Management - Paper II	Yes	No

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

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

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

O.2221-B : A candidate for being eligible for admission to the Third Year B.com., course commencing from June, 2000 and thereafter must have either i) passed the First Year and Second Year B.Com. examinations or (ii) passed the First Year B.Com examination and have failed at the Second year B.Com. examinations in not more than two head of passing in which case he will be required to appear for the Second Year B.Com examination in the heads in which he 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 of University of Mumbai. Students migrating from other universities, are required to obtain Eligibility Certificate to secure admission for T.Y.B. Com. course, from Eligibility Section, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina, Santacruz (E.), Mumbai - 400 098.

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

B) Admission Fees for the Course:-

- (a) Students of General Category Rs. 2650/- (Including Convocation fees).
- (b) Fees for the students of Reserved Category : Rs.370/-(Rs. 120/- Admission fees + Rs. 250/- Convocation fees only those who apply for Scholarship/Freship Scheme)

C) Subjects at Sr. Nos. 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) (Old Syllabus)	Yes	Yes
2.	Business Economics - Paper III (Old Syllabus)	Yes	Yes
3.	Accounts Group (Revised from 2010-11 for IDOL Students).		
I	Financial Accounting & Auditing. - Paper I (Financial Accounting)	Yes	No
II	Financial Accounting & Auditing - Paper II (Auditing & Cost Accounting)	Yes	Yes
III	Financial Accounting & Auditing paper III (Introduction To Management Accounting)	Yes	No
OR 3.	Business Management Group (Revised i.e. 2010-11 for IDOL students).	Yes	
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 (Old Syllabus)	Yes	Yes
II	Marketing Research (Old Syllabus)	Yes	Yes
III	Trade Unionism and Industrial Relations (Revised i.e. 2008-09 for IDOL students).	Yes	No
IV	Direct and Indirect Taxation (Revised from 2010-11 for IDOL Students)	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) Fees for the Part - I:-

(a) Rs. 5,300/- For General Category.

(b) Rs. 120/- Fees for the Reserved Category : (Only for those who are eligible and wish to apply for Freeship/Scholarship 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.

B) Admission Fees for the M. Com Part -II Course:

(a) Rs. 4,300/- For General Category (Including Convocation Fees).

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

C) 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 of 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 Syllabus) Group - A - Accountancy Group (Old Syllabus) 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

D) 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 the 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 above the Defense Services Personnel may be admitted to the course even if they are not degree holders.

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

D. List of Subjects (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)

A. Eligibility for Admission to Second Year PGDFM Course:

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

B. Fees for the Second Year: Rs. 3000/- (For All Category)

C. List of Subjects. (With Study Material)

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

Personal Contact Programme for 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. Fees For First Year: 3600/- (For All Category)

C. List Of Subjects : (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:

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

B. Fees for Second Year: Rs. 3000/- (For All Category)

C. List Of Subjects : 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 the students applying Scholarship/Free ship: Rs.120/- F.Y./S.Y. and (Rs. 250/- Convocation fees applicable only for T.Y.B.A./B.Com./MA./M.Com./M.Sc. Math's 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 Courses.

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) have to apply for Fresh Application.
3. Only Last Year IDOL students can apply for renewal.
4. If a Student has cancelled his/her admission in the Year. He/she will not be eligible for the Scholarship/Free ship.
5. If Scholarship /Free ship is not sanctioned by the government for any reason, the 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 anywhere will not be 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 to be eligible for the same.
8. Scholarship/Free ship form should be completed along with all necessary documents while submission of admission form.
9. Students have to produce all the documents in original and can submit attested Xerox copies of the same along with Scholarship / Free ship form.
10. Incomplete Scholarship /Free ship form will not be accepted at any case.

REQUIRED DOCUMENTS FOR FREE SHIP / SCHOLARSHIP AND RENEWAL.

Scholarship Scheme for all Reserved Category. (Annual income below 1 lakh)	Free ship Scheme (Annual income above 1 lakh)
1) Caste Certificate	
2) Father's Income Certificate from Tahasildar,(Income year 2009-10) for Scholarship Scheme.	
3) Form No:- 16 In case Private Service OR Annual Income Certificate from Tahasildar for Free ship Scheme.	
4) District Change Certificate (Other than Mumbai suburban district students) issued from District Social Welfare Officer OR from Principal of last attended college (Original) (Aided College).	
5) Non Creamy Layer Certificate for VJNT, SBC For Free ship.	
6) Gap Certificate (If there is gap in Education).Affidavit from the Hon'ble Court (minimum Rs.50/- OR Rs.100/- Stamp Paper).	
7) Ration Card	
8) Passport size photograph for Scholarship.	
9) Statement of marks (passing) of previous year..	
10) Death Certificate (If Father/Mother is expired)	
11) Incase Female Candidate Married Husband's Income Certificate & Marriage Certificate/Gazzatte.	

N.B.: For the Last Year IDOL Students whose Scholarship/Free ship sanctioned by the Government, Only can apply for the Renewal. Such students need not to submit the above mentioned document except previous year passing statement of marks.

6. SUPPORT SERVICES

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

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

CENTRES OF PERSONAL CONTACT PROGRAMME :

CENTRAL LINE

Chembur (W)-	Acharya Marathe College (BA & B.Com)
Vidyavihar(E) -	S.K. Somaiya College(BA & B.Com)
Bhandup (E) -	Ramanand Arya DAV College. (B.Com)
Thane(W) -	Joshi Bedekar College. (BA) N.K.T. College , Thane (W)
Mumbra -	M.S. College. (BA, B.Com & M.Com)
Dombivali (E) -	Model College, M.I.D.C. (BA, B.Com & M.Com)
Dombivali(E)-	Vivekanand Night College,Ayre Road,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)
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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.,Mar.,ECO)

KONKAN AREA

Uran (Raigad) -	Veer Wajekar College(B.A & B.Com)
Alibag (Raigad) -	JSM College (B.A & B.Com)
Mahad -	Dr. Babasaheb Ambedkar College, Mahad, Dist. Raigad (B.A., B.Com, M.A.(Eco) & M.Com(Mgmt.))
Poladpur (Raigad) -	Sundarrao More College, (B.A,B.Com,M.Com & M.A- Hist, Eco, Marathi)
Mhasala (Raigad) -	Vasantrao Naik College (M.A-Marathi)
Banda (Sawantwadi)-	Raosaheb Gogate College(B.A & B.Com)
Ratnagiri -	Navnirman Shikashan Sanstha's College, (B.A)

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

INSTRUCTIONS:

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

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

6.1 Study Material

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

6.2 Virtual Learning Class Room (V.L.C. Studio)

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

6.3 Audio -Video Center (A.V.)

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

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6.4 Free ship/ Scholarship Facilities

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

6.5 Library Facilities

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

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

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

6.6 Xerox Facilities

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

6.7 Syllabus and Old Question Papers

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

6.8 Radio MUST: Community Radio

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

6.9 Guidance and counseling

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

6.10 Online Examination Hall Ticket

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

7. RULES AND REGULATIONS

7.1 Cancellation of Admission/ Refund of Fees

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

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, in writing within 30 days from the date of his/her admission, provided he/she has not been issued study material.

O.2859(D) : All the fees paid by a student at the time of admission shall be refundable to him/her after deduction of Rs.250/- (Rupees Two Hundred Fifty only) as administrative charges, provided that, study material has not been issued to him/her and provided further that - i) At the time of applying for admission, he/she intimates in writing that he/she has also applied or intends to apply for admission to one or more of the professional courses conducted by the institutions or departments (including the Institute of Distance and Open Learning) of the university or affiliated colleges to the university.

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

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

Important Notice

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

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

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

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

7.2 Changes in Name/ Address /Subject

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

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

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

a) Duplicate Identity Card (Rs.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 Affidavit on 100 Rupees Non Judicial stamp paper and also attach FIR copy of Police Station.

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

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

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

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

7.4 Examinations

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

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

7.5 Refund of Examination Fees

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

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

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

7.6 Transfer Certificate and Migration Certificate:

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

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

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

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

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

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

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

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

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

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

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

Improvement of Class B.A. / B.Com

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

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

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

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

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

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

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

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

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

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

7.13 SELF STUDY TECHNIQUES:

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

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

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

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

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

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

Survey

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

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

Four Decades of IDOL 1971 - 2011

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

Question

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

How far can I depend on this book?

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

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

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

Read

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

It is not advisable to make notes at this stage.

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

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

Recall

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

Review

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

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



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

शिक्षणक्रम नाव	
शिक्षणक्रम क्रमांक	

प्रेषक:

दिनांक: _____

विद्यार्थ्याचे नाव: श्री / श्रीमती / कुमारी: _____

(आडनाव)

(स्वतःचे नाव)

(वठिलाचे / पतीचे नाव) (आईचे नाव)

संस्थेच्या दफ्तरी नोंद असलेला पत्ता: _____

पिन कोड: _____ दूरध्वनी क्रमांक _____

वर्ग : _____ शैक्षणिक वर्ष २०१०-२०११ पट क्रमांक: _____

प्रति,

मा. प्राध्यापक आणि संचालक,

महोदय,

मी _____ या अभ्यासक्रमासाठी प्रवेश घेतलेला आहे.

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

धन्यवाद,

आपला विद्यार्थी,

विद्यार्थ्याची स्वाक्षरी

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

२) शिधापत्रिका/निवडणूक ओळखपत्र/दूरध्वनी/वीज बिल किंवा इतर पुरावा.

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

(कार्यालयीन कामकाजासाठी)

नाव/पत्ता/विषय बदलून घेण्यास परवानगी आहे / नाही

संबंधित कारकुनाची सही

सहाय्यक कुलसचिवाची सही

दिनांक:

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

Course	
Course Code	

From:

Name of the Student (In Block Letters)

Date:

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

Residential Address (As registered in the IDOL record)

Pin.Code: _____ Tel No. _____

Course _____ Year 2010 to 2011. Roll No. _____

To,

The Professor-cum- Director, IDOL.

Sir,

I have taken admission to the _____ Course.

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

(OLD)

(NEW)

Thanking you,

Yours faithfully,

Signature of the student

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

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

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

(FOR OFFICE USE ONLY)

Permitted to change the Subject Name/Address/Subjects.

Yes

No

Signature of the Concerned Clerk

Signature of the Asstt. Registrar (Admn.)

Undertaking from Reserve Category Students

For Scholarship/ Free Ship

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

I the undersigned Shri/Smt/Kum. _____ student of Institute of Distance and Open Learning for _____ Class during the academic year 2010-11 hereby declare that I belong to SC/ST/DT/NT/OBC Category student and I am willing to apply for Government Scholarship/Free ship. I further declared that my family annual income during the financial year 2009-2010 is Rs. _____ from all income sources. In case if my scholarship/free ship application form is not accepted and sanctioned by the Govt. Authorities then I am ready to pay entire fees prescribed for the course.

Name & Signature of the Student

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

I the under signed Shri/Smt/Kum. _____ student of Institute of Distance Education for _____ Class during the academic year 2010-11 hereby declare that I belong to SC/ST/DT/NT/OBC Category student and I am not willing to apply for Government Scholarship/Free ship . I further declare that I am ready to pay fees prescribed for the course willingly and I will not claim Govt. Scholarship/Free ship.

Name & Signature of the Student

अर्जाचा नमुना (भारत सरकार शिष्यवृत्ती)

भारत सरकार शिष्यवृत्तीसाठी सुधारित आवेदनपत्राचा नमुना

१. महाविद्यालयाचे नाव व पत्ता

२. प्रवर्ग : अनुसूचित जाती/विजा/भज/विभाप्र/इमाव

३. वर्ग : ११ वी/१२ वी/पदवीधर-1/II/III/IV/

पदव्युत्तर - I/II/पदवीका-1/II/III

४. शळा : कला/वाणिज्य/विज्ञान/पदविकेचे नाव

अ विद्यार्थ्याची माहिती

१ पूर्ण नाव

२ वडिलांचे/पालकांचे नाव

३ कायमचा पत्ता

४ सध्याचा पत्ता

५ जन्म तारीख व वय

६ पुरुष / स्त्री

७ विवाहित असल्यास पतीचे नाव

८ जात - पोट जात

९ मागील वर्षी शिकत असलेल्या महाविद्यालयाचे नाव

१० मागील वर्षीच्या गुणांशी टक्केवारी

११ मागील वर्षी मिळत असलेल्या शिष्यवृत्तीचा प्रकार

ब वडिलांची / पालकांची माहिती

१ वडिलांचे / पालकांचे नाव

२ वडिल / पालक यांचा व्यवसाय

३ एकूण वार्षिक उत्पन्न

a) नोकरी मधून मिळणारे वार्षिक उत्पन्न (उदा. मुळ वेतन + सर्व भत्ते)

b) अन्य मार्गाने मिळणारे वार्षिक उत्पन्न

४ विवाहित असल्यास पतीचे व पत्नीचे उत्पन्न

५ स्वतः नोकरी / व्यवसाय करित असल्यास मिळणारे उत्पन्न

क प्रवेशाची माहिती (अभ्यासक्रम विषयक)

१ चालू वर्षी (सन) प्रवेश घेतलेल्या महाविद्यालयाचे नाव

२ प्रवेश घेतलेली तारीख कोणत्या अभ्यासक्रमासाठी प्रवेश घेतला त्यांचे नाव व वर्ष (कला प्रथम वर्ष असे)

३ प्रत्यक्ष महाविद्यालयात दाखल झाल्याची तारीख.

४ अभ्यासक्रम पूर्णकालीन किंवा अंशकालीन

५ दिवस महाविद्यालय की रात्र महाविद्यालय

ड वसतीगृहात राहत असल्यास

१ वसतीगृहाते नाव शासकीय/अनुदानित

२ खाजगी वसतीगृहात राहत असल्यास त्याची सविस्तर माहिती/पुराया

३ वसतीगृहात प्रवेश घेतल्याचा दिनांक

विद्यार्थ्यांचे
छायाचित्र

P x P Size

अर्जासोबत जातीचा दाखला, उत्पन्नाचा दाखला, मागीलवर्षाची गुणपत्रिका यांच्या सत्यप्रती जोडाव्यात. फडित हयात नसल्यास त्यांच्या मृत्यूचा दाखलजोडावा, आई व वडिलदोघही हयात नसल्यास पालकांच्या उत्पन्नाचा दाखला जोडावा तथापी न्यालयाचा निकालाची प्रत जोडणे अत्यावश्यक राहिल. शैक्षणिक वर्षात गॅप असल्यास तहसीलदारासमोरीलप्रतिज्ञापत्र जोडावे. मुलीचे बाबतीत विवाहित असल्यास पतीच्या उत्पन्नाचा दाखला जोडावा.

शिक्षण संस्थेने भरावयाची माहिती

अर्जदाराने वरील अर्जात दिलेली सर्व माहिती, त्यांच्या कुटुंबाचे सर्व मार्गांनी मिळणारे वार्षिक उत्पन्न, तो सध्या शिकत असलेल्या अभ्यासक्रमाची माहिती, त्याची वसतीगृहात/वसतीगृहाबाहेर राहण्याची माहिती पूर्णपणे तपासलेली असून ती बरोबर आहे. त्यामुळे मी प्राचार्य _____

(महाविद्यालयाते नाव)

(अभ्यासक्रम)

_____ वर्षासाठी _____ या मागसवर्गीय संवर्गासाठी नियमाप्रमाणे मान्य होणारी वार्षिक शिष्यवृत्ती / शिक्षण फी / परीक्षा फी खालीलप्रमाणे एकूण रु. _____

(अक्षरी रु. _____) मंजूर करित आहे.

मी निम्नस्वाक्षरी हमी देतो की, अर्जदाराची शिष्यवृत्ती/इतर सर्व प्रकारची रक्कम जी माझ्याकडे सुपूर्द केलेली आहे ती ज्या प्रयोजनासाठी दिलेली आहे, त्या विशिष्ट प्रयोजनासाठी मी ती संवितरीत करीन आणि त्या बाबीचे हिशोब ज्या प्राधिका-याने ही तरतूद सुपुद केलेली आहे। त्या प्राधिकाऱ्याकडे नियमितपणे पाठविन. अर्जदार संस्था सोडून गेल्यास किंवा त्याने अभ्यासक्रम बंद केल्यास किंवा अन्य कोणत्याही अनियमितपणे त्याचा प्रवेश रद्द झाल्यास त्याला शिष्यवृत्ती देणे बंद करण्यात येईल. सुपूर्द करण्यात आलेल्या रकमेपैकी असंवितरीत असलेली रक्कम सरकारी लेख्यात परत करण्यात येईल व त्याची संपूर्ण जबाबदारी प्राचार्य या नात्याने माझ्याकडे राहिल.

प्राचार्याची सही

नाव व पदनाम

महाविद्यालयाचा शिक्का

ठिकाण

दिनांक

मंजूरीचा तपशील

अभ्यासक्रम	वर्ष	निर्वाह भत्ता		शिक्षण फी	परीक्षा फी	इतर फी	एकूण
		निवासी	अनिवासी				

छाननी करणाऱ्या कनिष्ठ महाविद्यालय/महाविद्यालयाच्या कर्मचाऱ्याची स्वाक्षरी

कनिष्ठ महाविद्यालय/महाविद्यालयाचे प्रमुख लिपिक/अधिक्षक यांची स्वाक्षरी
तपासणी अधिकारी यांची सही

हमी पत्र

मी/आम्ही खाली सही करणार/करणारे प्रतिज्ञापन करतो की, शिष्यवृत्ती मिळण्याबाबतच्या अटी व शर्ती मला/आम्हास मान्य आहेत. अर्जात वरीलप्रमाणे दिलेली सर्व माहिती पूर्णपणे सत्य आहे. सदरची माहिती खोटी अथवा अपुरी आढळल्यास भारतीय दंड विधान नियम १९९ व २०० प्रमाणे होणाऱ्या दंडास/शिक्षेस मी/आम्ही पात्र आहे/आहोत. त्यापैकी कोणतीही माहिती वा निवेदन चूकीचे आढळून आल्यास सक्षम प्राधिकाऱ्याने दिलेला निर्णय अंतिम असेल व तो माझ्यावर/आम्हावर बंधनकारक असेल अशी मी/आम्ही हमी देतो. जर शिष्यवृत्तीची रक्कम जास्तीची मिळाली तर ती मी/आम्ही परत करेन/करु. अशी जास्तीची अथवा अन्य कारणामुळे वसूल करण्यात येणारी रक्कम मी/आम्ही पूर्णपणे परत करण्याची हमी देतो. उत्पन्नाची व जातीची माहिती खोटी आढळल्यास संबंधीत विद्यार्थ्याविरुद्ध व त्यांचे पालकाविरुद्ध होणाऱ्या कारवाईस मी/आम्ही स्वतः जबाबदार राहू.

अर्जदाराच्या वडीलांची/पालकाची सही
(अर्जदाराशी नाते)

अर्जदाराची सही

अ.क्र.	बाब	मान्य केलेली रक्कम	शेरा
अ	शिक्षण फी		
	परीक्षा फी		
	इतर फी		
	१ नाव नोंदणी फी		
	२ प्रवेश फी		
	३ ग्रंथालय फी		
	४ प्रयोगशाळा फी		
	५ ओळखपत्र फी		
	६ स्नेहसंमेलन फी		
	७ जिमखाना/क्रिडा फी		
	८ नियमतकालीका फी		
	९ प्रात्यक्षिक फी		
	१० विद्यार्थी कल्याण निधी		
	११ विषयावर सहल		
	१२ संगणक फी		
	१३ इतर फी		
	एकूण		

DECLARATION OF CASTE AND INCOME

(Additional Information)

Student's
Photo

P x P Size

1. (a) Student's detailed Postal Residential _____
Address _____

(b) A Native District of the Student _____

2. Whether the student is employed or not. _____
If employed give the details of service _____
and timing of service. _____

3. Whether enjoying any more educational _____
concessions other than for this course _____
(ie. Night School, Evening College etc.) _____
Mention the name of such institution. _____

4. Course of standard in which studying _____
during the past year _____

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

5. Amount of deposit or any other amount _____
recovered by the institution. _____

6. Whether the parent or guardian of the _____
student is a Central Government servant, _____
if so, whether he has applied for Educational _____
Concession from the Central Government. _____
Please give details. _____

Place :

Date :

Signature or thumb impression
of the parent/guardian.

FOR BUDDHIST ONLY

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

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

Signature :

DECLARATION OF CASTE AND INCOME

Sr. No. _____

Std. _____

Div. _____

Student's
Passport
Size
Photo

- Note :**
1. This declaration must be obtained from the parent or guardian of each pupil by the Headmaster and submitted to the Social Welfare Officer, the parent or guardian must make separate declaration for each pupil in duplicate.
 2. Each declaration must be authenticated by the Headmaster or by some other responsible person of the Village or Town such as a School Teacher, Post Master, M.L.A., Pleader, Panchayat Member etc.

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

Name _____

of standard _____ Div. _____

of the _____

are correct freeship during the academic year 200 _____ 200 _____ I declare that the above named pupil Son/Ward and I further declare that he belongs to the caste of _____ which is included in the list of Scheduled

Tribes _____ if any my Son/Ward has falsely claimed to belong to the Backward Class, my Son/Ward is liable to be summarily rusticated from the school and I am aware that he shall not be allowed to join any school, college or institution in the state for three years, in addition to any penal proceedings that may be taken against him.

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

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

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

Place :

Signature or thumb impression

Date :

of the parent/guardian or the pupil.

ATTESTATION CERTIFICATE

I _____ of Village or Town _____

of Taluka _____ of District _____ ; attest;

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

Place :

Signature : _____

Date :

Designation: _____



UNIVERSITY OF MUMBAI
INSTITUTE OF DISTANCE AND OPEN LEARNING

Dr. Shankar Dayal Sharma Bhavan,
 Vidyanagari, Santacruz (East), Mumbai-400098.

Course	
Course Code	

**Application for Transfer Certificate from the last attended
 College/University Department**

College Code: _____

From:

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

Residential address of the student _____

Pin Code _____ Tel. No. _____

To,

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

Through Asstt. Registrar (Adm.), IDOL

Sir/Madam,

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

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

My Date of Birth is _____

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

I am to request to send my **Transfer Certificate directly to the Director, Insitute of Distance and Open Learing University of Mumbai, Vidyanagari, Santacruz (East), Mumbai-400098 at the earliest.**

Thanking you,

Verified by

Yours Obediently,

Date:

(Signature of the Adm. Clerk)

(Student's Signature)

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



मुंबई विद्यापीठ
दूर व मुक्त अध्ययन संस्था
अध्ययन साहित्यासाठी करावयाचा अर्ज

आपले अध्ययन साहित्य
तळ मजला, रूम नं. ५ येथून घ्या.

नोंदणी क्रमांक: _____
वर्ष: २०१०-२०११

(विद्यार्थ्यांने पुढील भाग लिहावा)

१. विद्यार्थ्यांचे नाव: _____
२. राहाण्याचा पत्ता (संस्थेच्या नोंदीनुसार) _____

- पिन कोड: _____ दूरध्वनी क्रमांक: _____
३. वर्ग/शिक्षणक्रम: _____ शिक्षणक्रम संकेतांक : _____
४. फी भरल्याची तारीख: _____ फी पावती क्रमांक: _____

शैक्षणिक वर्ष २०१० ते २०११ साठी खालीलप्रमाणे अध्ययन साहित्य मिळाले.

क्रमांक	विषय क्रमांक	विषयाचे नाव	अध्ययन साहित्य खालील भाषेत मिळाले	
			इंग्रजी	मराठी
१)				
२)				
३)				
४)				
५)				
६)				
७)				
८)				

तारीख:

घेणाऱ्याची सही

नाव:

वि.सू.: अध्ययन साहित्य फक्त सोमवार ते शुक्रवार देण्यात येईल. विद्यार्थ्यांला हे साहित्य घेण्यास येणे शक्य नसेल तर त्याने संबंधित व्यक्तींच्या नावाचे अधिकारपत्र सोबत जोडावे. तसेच फी भरल्याची पावती व संस्थेने दिलेले ओळखपत्र जोडावे. अभ्यास साहित्य त्याच शैक्षणिक वर्षात वितरीत केले जाईल, त्यानंतर मागणी केल्यास ते वितरीत केले जाणार नाही. योग्य टिकाणी अशी (✓) खुण करावी. उपलब्ध मराठी अध्ययन साहित्याची माहिती माहितीपुस्तकात दिली आहे.



UNIVERSITY OF MUMBAI
INSTITUTE OF DISTANCE AND OPEN LEARNING
APPLICATION FOR STUDY MATERIAL

COLLECT YOUR STUDY MATERIAL
 FROM ROOM NO.5 GROUND FLOOR.

Roll No. _____
 Year: 2010-11

(To be filled in by the student)

1. Name of the Student _____

(In Block letters) (Surname) (Own Name) (Father's/Husband's Name) (Mother Name)

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

Pin Code: _____ Tel. No.: _____

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

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

Received study material in the following subjects for the Academic year 2010-11

(N. B. Before filling up this form please check availability of study material status under each course.)

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

Date :

Signature of the Candidate/Receiver

Name : (_____)

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

Tick(✓) which ever is required. Please check availability of Marathi version in the prospectus