



University of Mumbai

(Category I University with NAAC Cycle III A++ Grade with CGPA 3.65)



CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
(FORMERLY KNOWN AS INSTITUTE OF DISTANCE AND OPEN LEARNING (IDOL))

**PROVIDING HIGHER EDUCATION THROUGH
DISTANCE MODE SINCE 1971**

E-PROSPECTUS

2025-2026

For

HUMANITIES AND INTERDISCIPLINARY FACULTIES



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UNIVERSITY OF MUMBAI

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

**Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Kalina,
Santacruz (E), Mumbai-400 098.**

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Providing Higher Education through Distance mode since 1971

55 Successful Years in Open and Distance Education

FACULTY OF HUMANITIES AND INTERDISCIPLINARY STUDIES

Prospectus for the Academic Year 2025-26

Website : <https://mu.ac.in/distance-open-learning>

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SECTION ONE

1.1 THE UNIVERSITY OF MUMBAI:

The University of Mumbai (earlier known as University of Bombay) is one of the oldest and premier Universities in India. Established on 18th July, 1857, it is one amongst the first three universities in India, other being Calcutta and Madras universities. It is a University with Potential for Excellence Award accorded by the UGC.

The University has been reaccredited with ‘A++’ with (CGPA 3.65) by NAAC.

In addition UGC has granted **Category I Status** to the **University of Mumbai**.

University of Mumbai has seven campuses along with the headquarter there are six sub campuses (i.e. **Fort campus** (Headquarter), **Churchgate, Kalina, Thane, Kalyan, Ratnagiri, and Sawantwadi**). 742 affiliated colleges and 55 departments with an enrolment of more than 7 lakh Students are engaged in the teaching-learning process. It has established its name in industrial collaboration and runs various professional programmes. The university is leading at national level in sports, cultural and other activities.

Commented [1]: Kindly add updated data

1.2 ABOUT THE CDOE:

The university started its correspondence education on 24th March 1971. It was known as “Directorate of Correspondence Programmes.” In 1985 it was upgraded as “Directorate of Distance Education” which was further in 1993, upgraded as “Institute of Distance Education” (IDE). In the academic year 2008-09 the “The Institute of Distance and Open Learning” (IDOL) is now as per ODL regulation 2020 it is named as **“CENTRE FOR DISTANCE AND ONLINE EDUCATION”** (CDOE) in February 2024. Since its inception CDOE has been giving high priority to human resource development by introducing various traditional Degree Programmes as well as Technical and Professional Programmes through distance and online mode.

University of Mumbai is the 7th University in the country which has started a Distance Education Program in a conventional set up. Initially it started with the registration of 845 students which has

grown up to a staggering figure of 76,495 (2016-2017) in the last academic year. Students are also doing well by topping the merit list of the university examination 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 FirstClass B.A./B.Com. and M.A. / M.Com. Many students of CDOE have gone abroad seeking higher education in the USA, UK, Australia, Canada, New Zealand etc. Many well-known film personalities have also been enrolled in CDOE.

All programs offered by the Institute under the Faculty of Humanities and Interdisciplinary Studies are approved by the University Grant Commission- Distance Education Bureau (UGC-DEB), New Delhi, vide letter F. No. 1-11/2019 (DEB-I) dated 31/07/2019.

As per ODL regulation CDOE is operating in three - tier system as follows:

1. Headquarter
2. Regional Centers
3. Learner Support Centers (LSC)

Headquarter, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari Campus, University of Mumbai, Santacruz (East), Mumbai, 400098

CDOE Regional Centers:

1. Vidyarthi Bhavan, B Road, **Churchgate**, Mumbai.
2. **Thane Sub Campus:** University of Mumbai at Balkum, Runwal Garden, Thane-Bhiwandi Road, Balkum Octroi Naka, Thane – 400 608. Student counselling/guidance is available at this centre.
3. **Kalyan Sub Campus:** At Gandhari Village, Vasant Valley Road, Khadakpada, Kalyan (W).
4. **Ratnagiri Sub Campus:** University of Mumbai at Plot No. P-61, MIDC, Mirjole, Ratnagiri. Student counselling/guidance is available at this centre.
5. **Sawantwadi Regional Center**, Sawantwadi, Dist. Sindhudurg.

In order to create multimedia learning material, CDOE has created an independent unit named Center for Excellence in E-content Development (CEED).

The Center for Excellence in E-Content Development (CEED)

The Center for Excellence in E-Content Development (CEED), was inaugurated on 17th November 2023 in the presence of Hon’ble Minister Higher and Technical Education, Shri Chandrakant Patil. It operates from the Centre for Distance and Online Education, University of Mumbai, to create learner-centred 4 - Quadrant e-content as per UGC SWAYAM MOOCs guidelines for various courses. It is located in Room Number 204, CDOE building, University of Mumbai.

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 to people who cannot attend regular face to face classroom teaching.
3. To help the students 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 can acquire knowledge in new areas.
5. To provide online education to learners as per UGC-DEB regulation 2020.

1.4 Vision and Mission

Vision:

To position CDOE as a premier ODL institute responsive to emerging needs of learners by providing education for all.

To produce high quality graduates and contribute towards sustainable development of the university by supporting creation of excellence in teaching, learning and research.

Mission:

The institute shall strive to promote innovative strategies for creation and dissemination of knowledge using available media and technologies so that university graduates acquire relevant capabilities to contribute with diligence to national development and global knowledge pool through their calibre, professionalism, value system and sense of service.

This will be achieved by providing high quality self learning materials with extensive learner support services and to take education to the needy and promote community participation for local development.

1.5 SPECIAL FEATURES:

- * The institute is presently located in its own building of about 77,000 square feet area with connectivity.
- * Curricular contents, mode of examination and the degrees to be awarded are the same as applicable to the students of the colleges affiliated to the University of Mumbai.
- * The learning process of the Institute is mainly through the medium of printed study materials.
- * The audio-visual and electronic aids are being added in some subjects as a reference resource.
- * The institute is also developing the Virtual Learning Class-rooms (VLC) facility for the students as an additional facility.
- * The institute has an independent library and two reading rooms for the students.
Fifty thousand books are available with a good number of journals of national and international repute.
- * Guidance lectures (Personal Contact Sessions) are conducted every year at about 76 centres in

Mumbai and around.

- * Counselling to the students during office hours at Head quarters is given by the core faculty.

NEP-2020

The National Education Policy 2020 envisions an education system rooted in Indian ethos that contributes directly to transforming India, that is Bharat, sustainably into an equitable and vibrant knowledge society, by providing high-quality education to all, and thereby making India a global knowledge superpower. The Policy envisages that the curriculum and pedagogy of our institutions must develop among the students a deep sense of respect towards the Fundamental Duties and Constitutional values, bonding with one's country, and a conscious awareness of one's roles and responsibilities in a changing world. The vision of the Policy is to instil among the learners a deep-rooted pride in being Indian, not only in thought, but also in spirit, intellect, and deeds, as well as to develop knowledge, skills, values, and dispositions that support responsible commitment to human rights, sustainable development and living, and global well-being, thereby reflecting a truly global citizen. Therefore, the Center for Distance and Online Education, University of Mumbai, has implemented National Education Policy (NEP 2020) for Post graduation programmes for the academic year 2024-25 and from the Academic Year 2025-26, it will be implemented for Undergraduate courses.

1.6 INSTRUCTIONAL SYSTEM

The methodology of instructions at the Centre for Distance and Online Education of the University of Mumbai is different from that of the conventional university/college. Our system is more learner oriented in which the learner is an active participant in the teaching learning process.

CDOE follows the multimedia approach in instructions. It comprises

1. Printed study materials are basically in English and wherever possible in Marathi also. The question-papers in the subject other than languages are printed in English with a Marathi version. The students can write their answers in English, Marathi, Hindi or Gujarati if they indicate their choice for medium of answering in their Examination Form, **if a student writes his /her answers in any language other than Marathi, Hindi, English and Gujarati, their answers will not be assessed and ZERO marks will be awarded.** Students will have to collect their study materials from Room No.005 (Backside), ground floor, CDOE Building on Monday to Friday (11.00a.m. to 5:00p.m.). However, for the students who are unable to make it, they can download the study material from the official website. (www.mu.ac.in)

2. Face to face interaction with teachers and Counseling at CDOE by the core faculty is available between the times 3.00 p.m. to 5.00 p.m. from Monday to Saturday (excluding 2nd & 4th Saturday of every month and public holidays) in Room No. 106 A and 007, CDOE building, University of Mumbai

1.7 Office Bearers and Teaching Faculties of CDOE

OFFICE BEARERS

	Director	Prof. (Dr.) Shivaji D. Sargar M.A. M.Phil, Ph.D, SET, English literature, Director, CDOE
	Deputy Director	Dr. Madhura Kulkarni M. Com., Ph.D. Deputy Director, CDOE
	Deputy Registrar	Dr. Leeladhar V. Bansod Public Relation Officer (PRO)
	Deputy Registrar (Exam & Admin)	Neelkanth Talwadekar Deputy Registrar

**TEACHING FACULTIES OF CDOE
FACULTIES OF INTERDISCIPLINARY STUDIES**

	Head Faculty of Interdisciplinary Studies and Faculty of English Literature	Prof. (Dr.) Santosh Dharma Rathod M.A., Ph.D. SET CDOE
	Education	Komal Shivaji Ambhore, M.Sc. (Inorganic Chemistry), M.Ed. NET and SET (Education) Assistant Professor
		Veena Kasabe M.Sc., M.Ed. ,NET Edu. Assistant Professor
	Geography	Ajit Patil, M.A. NET Assistant Professor
		Dr. Pranoti B. Sonule M.A., Ph.D. Assistant Professor
	1.Communication and Journalism 2.Public Relations	Ms. Juilee Joshi B. A in History and Political communication M. A in Communication and Journalism Assistant Professor

	PGDFM	Samina Jameer shaikh CA Inter, M Com Coordinator
FACULTIES OF HUMANITIES & SOCIAL SCIENCES		
	Head, Faculty of Humanities and Social Sciences. And the Faculty of History Director of CIQA	Anil R. Bankar (M. A. B. Ed., NET, LLB) Associate Professor of History
	History	Shivdas Ghadge M.A. SET, NET JRF (ICHR) Assistant Professor
	Hindi Literature	Dr. Sandhya Garje M.A., Ph.D. Assistant Professor
		Dr. Anil Govind Choudhari M.A., M.Phil., SET, Ph.D. Assistant Professor

			Manisha Bankar M.A, B. Ed. NET, SET Assistant Professor
		Marathi Literature	Dr. Seema Musale M.A. M.Phil., Ph.D., SET, NET Assistant Professor
			Sachin Vasant Sutar M. A. Psychology, CTET, LLB. M.Ed. SET (Psychology) SET (Education) Assistant Professor
		Psychology	Harshvardhan Sitaram Naik MA, Psychology, NET, SET Assistant. Professor
		Political Science	Dr. Dattatray M. Tonde, M.A. M.Ed. SET, NET, Ph.D. Assistant Professor

		Dr. Kshipra Vasudeo B.A. (Honours) (Gold Medalist), M.A. M.Phil. NET, SET, Ph.D Assistant Professor
	Sociology	Pankti Surve, M.A. NET Assistant Professor
		Ashima Baruah MA M.Phil NET Assistant Professor
	Head Faculty of Economics	Dr. Rajashri Pandit M. A., LL. B., Ph. D, SET Assistant Professor
	Economics	Dr. Pratiksha Tikar M. A. M. Phil. Ph.D. SET Assistant Professor
		Dr. Gopal Ghumatkar M. A., Ph. D. PGDFM, SET, NET Assistant Professor

2. ADMISSION

2.1. ADMISSION SCHEDULE

Kindly check the admission schedule on the website <https://old.mu.ac.in/distance-open-learning/>

2.2 ONLINE ADMISSION PROCEDURE

Admissions to all programmes are done through an online process. For details the students have to visit our website:

Official website- Students are requested to follow only the official website for all the notices related to Examination & Admission and other important updates	https://mu.ac.in/distance-open-learning
Website for admission in First Year Under graduate programmes & Part I & II Post graduate Programmes For students taking admission in (NEP) Scheme	https://mucdoeadm.samarth.edu.in/
Website for admission in Second & Third Year Under graduate programmes & Part II Post graduate Programmes For students taking admission in (CBCS) Scheme	https://idolaa.digitaluniversity.ac/

The Flowchart for Admission procedure, Creation of ABC ID, DEB ID will be made available during the online admission process.

It is **COMPULSORY** to have ABC ID and DEB ID for the confirmation of admission.

Use your **OWN** email address and Contact number to avoid any communication gaps.

PAYMENT OF FEES

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

1. Online payment option through Debit/ Credit Cards/ Internet Banking.

Attestation of Documents

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

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

2.3. Eligibility Criteria and FEE Structure for Courses Offered Under the Interdisciplinary Faculties

(CBCS Semester pattern scheme implemented from the academic year 2025-26 for the programs of B.A. & M.A. Humanities & Interdisciplinary studies.

As per NEP from the Academic Year 2025-26

Sr. No.	Name of the Programme	Eligibility	Duration
1.	B.A. (History, Political Science, Sociology, Economics, Education, Psychology, Rural Development, Geography, Marathi, Hindi & English) FYBA as per NEP Scheme SYBA & TYBA as per CBCS pattern	O.2138 :- XII (H.S.C.) passed from Maharashtra State Board OR equivalent Exam CBSC other State Board OR 3 years Diploma from MSBTE OR other boards recognized as equivalent (As per equivalence on 24/8/2010) OR 10+2 years ITI course. (As per the circular of Higher & Technical Education Department क्र.हीओसी -२०१२/५९१/ प्र.क्र.२४५ (अ)/ व्यशी -४, दि. २८ /९/२०१२	3 Years (6 Semester)
2.	M.A. (History, Sociology, Economics, Political Science, Marathi, Hindi, English)	O.2237 :- Any Bachelor's Degree in any subjects from a Statutory University.	2 Years (4 Semester)
3.	M.A. (Education) CBCS SEMESTER PATTERN	O.5885 :- Must have passed the B.Ed. / B.A. with Education as one of the elective paper form this University OR any other statutory University (Whereas students who have passed B.P.Ed., B.Ed. (Physical), B.Ed. (Spl. (Edu.) etc. are not eligible for admission.	2 Years (4 Semester)
4.	M.A. (Geography)	O.2237 :- Any Bachelor's Degree in any subject from a Statutory University.	2 Years (4 Semester)
5.	M.A. (Psychology)	O.2237 :- Bachelor's Degree in Arts Faculty with minimum three papers of Psychology in Third Year B.A.	2 Years (4 Semester)
6.	M.A. (Communication & Journalism)	O.5707 :- Any Bachelor's Degree from a statutory University.	2 Years (4 Semester)
7.	M.A. (Public Relations)	Any Bachelor's Degree From a statutory University.	2 Years (4 Semester)

Fees Chart

Sr.No	Programme	Fees	Fees for Reserve Category students
1	FYBA	6070/-	3500/-
	SYBA	5850/-	3480/-
	TYBA	6100/-	3730/-
2	M.A. Part-I	9265/-	4820/-
	Part-II	8490/-	5070/-
3	M.A. (Education) Part-I	11,240/-	NA
	Part-II	10,140/-	NA
4	M.A. (Geography)	15,515/-	5070/-
	Part-II	14,740/-	5320/-
5	M.A. (Psychology) Part-I	9,765/-	5320/-
	Part-II	8,990/-	5570/-
6	M.A. (Communication & Journalism) Part-I	16,305/-	4820/-
	Part-II	15,530/-	5070/-
7	M.A. (Public Relations) Part-I	16,305/-	4820/-
	Part-II	15,530/-	5070/-

- Details for scholarship Students-
https://mu.ac.in/wp-content/uploads/2025/05/Scholarship_2025-2026_Information_Instruction.pdf
- Details for Eligibility case Students –
<https://mu.ac.in/wp-content/uploads/2024/06/Eligibility-Case-Information-Instructions.docx.pdf>

Note: - Eligibility Case: - Students from other than University of Mumbai/ CBSE/ICSE/NIOS/ other State Boards / D.Ed./ IB & CIE / Diploma from MSBTE/ Other State Techn. Boards after the admission they should submit the original Migration Certificate within 45 days from the date of admission.

***Scholarship Scheme Case:** - GOI Scholarship is only applicable for the domicile students of Maharashtra. They should have the Caste Certificate issued by Maharashtra State. **Students who wish to take admission for MA Education, PGDFM, CJ/PR are hereby informed that there is no scholarship facility available for them.**

Important Links

- **Website:-** Admission Schedule, Prospectus and for other details visit our website
<https://mu.ac.in/distance-open-learning>
- **Email :** info@idol.mu.ac.in ,
- **facebook :** <https://www.facebook.com/idol.uom/>,
- **Twitter :** @idol_uom ,
- **Telegram :** https://t.me/IDOL_UoM,
- **FM Radio :** <https://play.google.com/store/apps/details?id=com.radio.must>,
- **Youtube :** <https://youtube.com/@idoluniversityofmumbai>

Certain courses offered by CDOE are not listed on the Mahadbt website. So students from reserve category must pay full fees for such courses.

Students applying for Scholarship Scheme are requested to fill the form only after the schedule to fill the forms are declared on the website - <https://mahadbtmahait.gov.in/>.

Note: - Scholarship facility is subject to schemes of GOI. Details for scholarship Students-
https://mu.ac.in/wp-content/uploads/2025/05/Scholarship_2025-2026_Information_Instruction.pdf

- **Students of University of Mumbai affiliated colleges / other Universities students prior to 2018 under 60:40 or 75:25 scheme are not eligible to take admission in CDOE for S.Y.B.A, & T.Y.B.A.**
- ******* All PG programmes of CDOE are under NEP 2020. Further, NEP 2020 has been**

implemented for UG SEM I and II from Academic Year 2025-26.

***** Study material available in English and Marathi language. (Except language courses)

CDOE Regional Centers & Study Material Collection Centers @ Churchgate, Thane, Kalyan Ratnagiri & Sawantwadi (Sindhudurg). (Detailed address is available on the website) CDOE has its Regional centres where students' counselling / guidance and study material distribution is available between 10:20 am to 6:00 pm on working days.

2.4 Induction Meeting for UG and PG Programmes

As per ODL regulation 2020 the Induction Meeting will be conducted for entry level courses (i.e., First year BA and MA Part I). The notification about the Induction programme for FYBA and MA Part I will be communicated through our official website: www.mu.ac.in and through Telegram Channels.

SECTION-TWO

3. DETAILS OF PROGRAMMES IN FACULTY OF HUMANITIES AND INTERDISCIPLINARY STUDIES

Centre for Distance and Online Education (CDOE), University of Mumbai, has implemented NEP 2020 as per UGC DEB norms for FYBA in Semester-I and Semester-II with effect from the academic year 2025-2026. 3 Years UG Degree will be for 132 credits.

Examination

As per NEP 2020, there are two semesters in each academic year. Students have to appear in exams twice a year for internal and external exams for their respective courses.

3.1 LIST OF UG Courses under NEP 2020 in Major and Minor Verticals

1. Marathi Literature
2. Hindi Literature
3. English Literature
4. Sociology
5. History
6. Economics
7. Political Science
8. Psychology
9. Urdu Literature
10. Geography
11. Rural Development
12. Philosophy

3.2 FYBA COURSE UNDER NEP 2020 (SEMESTER I AND II)

CDOE has chosen model M1, M2, M3 Under NEP 2020 for First Year BA Course (SEMESTER I and II). As per NEP 2020, M1, M2, M3 model structure, the students will have to choose Major and Minor (mandatory) subjects from the following groups

SEMESTER I: TOTAL CREDITS – 22 TOTAL MARKS - 550

- Subjects to be offered at FYBA under NEP 2020:- 08
- 3 Major and Minor Subjects will be offered for four credits each for total marks: 300
- VSC and SEC (Core Related) – for 100 marks (50 marks for VSC and 50 marks for SEC)

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- AEC, VEC and IKS for 50 marks each : - Total 150 Marks

SEMESTER II: TOTAL CREDITS – 22 TOTAL MARKS - 550

- Subjects to be offered at FYBA under NEP 2020:- 08
- 3 Major and Minor Subjects will be offered for four credits each for total marks: 300
- OE for 2 Credits :- 50 Marks
- VSC and SEC(Core Related) – for 100 marks (50 marks for VSC and 50 marks for SEC)
- AEC:- 50 Marks
- CC :- 50 Marks

CDOE has offered the following subject groups under NEP 2020 for Semester I and II.

MAJOR SUBJECTS (SELECT 3 subjects)
Marathi
Hindi
English
Urdu
Economics
Sociology
History
Political Science
Geography
Psychology
Rural Development
Philosophy

Note: Those who wish to opt for language/literature subjects, can choose ONLY 1 amongst the Language subjects.

2. Those who wish to opt for Sociology CANNOT select Rural Development or vice versa. In other words, these subjects cannot go together.

3. Presently, we do not offer Philosophy and Urdu at TYBA.

Credit Structure for 4 Years Honours/Honours with Research Degree Program with ME-ME B.A For Faculty of Humanities Self-Finance Programs also										
M1 M2 M3										
Academic Level	Semester	Major (M1)	Major (M2)	Major (M3)	OE other Faculty	VSC, SEC (Related to core)	AEC, IKS, VEC	OJT, FP, CEP, CC, RP	Cum Cr/semester	Degree/ Cumm Cr.
4.5	I	4	4	4	----	VSC(2) SEC(2)	AEC(2), VEC(2), IKS(2)	----	22	UG Certificate 44
	II	4	4	4	2	VSC(2) SEC(2)	AEC(2)	CC(2)	22	
Exit Option Award of UG Certificate in Major with 44 Credits and additional 4 credits core NSQF Course/ Internship or continue with Major and Minor										
5.0	III	4+2	4	----	4	SEC(2)	AEC(2)	CC(2), CEP/FP(2)	22	UG Diploma 88
	IV	4+2	4	----	4	VSC(2)	VEC(2)	CC(2), CEP/FP(2)	22	
Exit Option Award of UG Diploma in Major with 88 Credits and additional 4 credits core NSQF Course/ Internship or continue with Major and Minor										
5.5	V	Mandatory 4+4+2 Elective 4	2	----	----	VSC(2)	----	CC(2) CEP/FP(2)	22	UG Degree 132
	VI	Mandatory 4+4+4+2 Elective 4	----	----	----	----	----	OJT(4)	22	
Exit option: Award of UG Degree in Major and Minor with 132 Credits of continue with Major and Minor										
6.0	VII	Mandatory 4+4+4+2 Elective 4	----	----	RM (4)	----	----	----	22	UG Honours degree 176
	VIII	Mandatory 4+4+4+2 Elective 4	----	----	----	----	----	OJT(4)	22	
Four Year UG Honours Degree in Major and Minor with 176 credits										
6.0	VII	Mandatory 4+4+2 Elective 4	----	----	RM (4)	----	----	RP (4)	22	UG Honours with Research degree 176
	VIII	Mandatory 4+4+2 Elective 4	----	----	----	----	----	RP(8)	22	
Four Year UG Honours with Research Degree in Major and Minor with 176 credits										

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Syllabus for UG SEM I AND II AS PER NEP 2020
SEMESTER I

Subject	Title	CORE/VSC/SEC
AEC (Ability Enhancement Course)	Communication Skills in English-I	Compulsory
VEC (Value Education Courses)	Indian Constitution	Compulsory
IKS (Indian Knowledge System)	Indian Knowledge System	Compulsory
Marathi Literature	नाटक या साहित्यप्रकाराचा अभ्यास	CORE
	मराठी भाषा आणि संगणक -१	VSC
	मुलाखत पूर्वतयारी आणि शब्दांकन कौशल्य	SEC
Hindi Literature	आधुनिक हिंदी गद्य	CORE
	संभाषण एवं मंच संचालन	VSC
	प्रिंट-मीडिया लेखन एवं विज्ञापन	SEC
English Literature	Introduction to Literatures in English -I	CORE
	Creative Writing-I	VSC
	Social Media and Blog Writing	SEC
Economics	Microeconomics - I	CORE
	Basics of Agriculture	VSC
	Money Transaction and Consumer	SEC

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	Protection	
Sociology	Introduction to Sociology	CORE
	Climate Change and Sustainability	VSC
	Sociology of Ageing	SEC
History	Ancient India: From Earliest Times to 6th Century BCE CE- 4 C	CORE
	Introduction to Indian Archaeology-2C	VSC
	Introduction to Competitive Examinations- 2C	SEC
Political Science	The Constitutional Framework of Indian Polity	CORE
	Psephology	VSC
	Democritic Awareness Through Legal Literacy	SEC
Geography	Introduction to Human Geography	CORE
	Tools and Techniques of Spatial Analysis - I (Practical)	VSC
	Tools and Techniques of weather data collection & Analysis (Practical)	SEC
Psychology	Core concepts in Psychology I	CORE
	Stress Management and coping techniques	VSC
	Group dynamics	SEC

Rural Development	Basics of Rural Studies	CORE
	Agro-Allied Activities (Bee-Keeping)	VSC
	Land Survey Skills	SEC
Philosophy	Introduction to Moral Philosophy	
	Basics in Yoga	VSC
	Academic Reading	SEC
Urdu Literature	Urdu Nazm	CORE
	Translation	VSC
	Urdu Fiction	SEC

SEMESTER II

AEC	लेखन कौशल्य (कार्यालयीन लेखनव्यवहार आणि पत्रव्यवहार)	COMPULSORY
OE	Environmental Science	COMPULSORY
Marathi Literature	कविता या साहित्यप्रकाराचा अभ्यास	CORE
	मराठी भाषा आणि संगणक - २	VSC
	निबंधलेखन आणि मुलाखत	SEC
Hindi Literature	आधुनिक हिंदी गद्य	CORE
	सृजनात्मक लेखन	VSC
	इलेक्ट्रॉनिक मीडिया और हिंदी	SEC
English Literature	Introduction to Literatures in English -II	CORE
	Creative Writing-II	VSC
	English at Workplace	SEC
Economics	Microeconomics - II	CORE
	Rural Marketing	VSC
	Fin-Tech	SEC
Sociology	Fundamentals of Sociology	CORE
	Women and Environment	VSC
	Geriatric Care	SEC

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History	Early Medieval Period (mid 350 BCE to 1200 CE) -4C	CORE
	Introduction to the History of Indian Coinage -2C	VSC
	Caves in Maharashtra - 2C	SEC
Political Science	Political Process in India	CORE
	Media and Election Studies	VSC
	Citizen and Law	SEC
Geography	Population Geography	CORE
	Tools and Techniques of Spatial Analysis -II (Practical)	VSC
	Tools and Techniques of Theamatic Maps (Practical)	SEC
		SEC
Psychology	Core concepts in Psychology II	CORE
	Skills in Counselling	VSC
	Fundamentals of counselling	SEC
Rural Development	Rural Society	CORE
	Agro-Allied Activities (food Processing)	VSC
	Insurance for Agriculture & Rural Development	SEC
Philosophy	Ethical Theories	CORE
	Yoga Skills for Healthy Life	VSC
	Academic Writing	SEC

Urdu Literature	Urdu Prose	CORE
	Translation	VSC
	Urdu Non-fiction	SEC

3.3 Program Part: S.Y.B.A. (As per CBCS Pattern)

Term: Sem III Separate Passing Head: No, Min Courses: 8, Max Courses: 8, Max: 800, Total Credits: 22.00

The papers for S.Y. B.A. - Sem III are classified into following groups:

Subject	Paper	Paper Title	Credit
Applied Component (Any One)			
Applied component	III	Introduction to Journalism Paper I	2
	III	Business Communication	2
	III	Introduction to Advertising Paper I (Basic Concepts of Advertising)	2
Foundation Course			
FC	III	Paper-II: Foundation Course-III	2
Optional Subjects (Any THREE of which offered in previous year)			
Economics	III	Macro Economics - I	3
	III	Public Finance - II	3
Marathi Opt.	III	Marathi Paper II	3
	III	Marathi Paper III	3
Hindi Opt.	III	Hindi Paper II	3
	III	Prayojan Mulak Hindi- III	3

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English Opt.	III	Indian Literature in English (Essay, Novel and Short stories) Paper II	3
	III	American Literature (Short story and Novel) Paper III	3
Urdu Opt.	III	Paper III	3
	III	Paper IV	3
Philosophy	III	Paper II : Social Philosophy	3
	III	Paper III : Indian Philosophy	3
Rural Development	III	Paper II : Rural Development Paper III:- Rural Society	3
	III	Paper III : Rural Development Paper III:- Rural administration	3
Psychology	III	Paper II : Social Psychology: Part I	3
	III	Paper III : Developmental Psychology: part I	3
History	III	Paper II: Landmarks in World History, 1300A.D-1945A.D	3
	III	Paper III: Ancient India from Earliest Times to 1000A.D	3
Sociology	III	Paper II: Indian Society: Structure and Change	3
	III	Paper III: Contemporary Issues in Indian Society	3
Political Science	III	Paper II : Principals and Concepts of Political Theory	3
	III	Paper III : Public Administration Paper III	3
Geography	III	Paper II: An Introduction to Climatology	3
	III	Paper III: Physical Geography of India	3
Education	III	Educational Psychology Paper -I	3
	III	Guidance and Counseling- Paper I	3

Term: Sem IV Separate Passing Head: No, Min Courses: 8, Max Courses: 8, Max:800, Total Credits: 22.00

The papers for S.Y. B.A. - Sem IV are classified into following groups:

Subject	SE M	Paper Title	Credit
Applied Component (Any One)			
Applied component	IV	Introduction to Journalism Paper II	2
	IV	Business Communication	2
	IV	Introduction to Advertising Paper I (Basic Concepts of Advertising)	2
Foundation Course			
FC	IV	Paper-II: Foundation Course-IV	2
Optional Subjects (Any THREE of which offered in previous year)			
Economics	IV	Macro Economics - II	3
	IV	Indian Economy - III	3
Marathi Opt.	IV	Marathi Paper II	3
	IV	Marathi Paper III	3
Hindi Opt.	IV	Adhunik Hindi Gadya-II	3
	IV	Jansanchar Madhyam-III	3
English Opt.	IV	Indian Literature in English (Essay, Poetry and Drama) Paper II	3
	IV	American Literature (Poetry and Drama) Paper III	3
Urdu Opt.	IV	Paper III	3
	IV	Paper IV	3
Philosophy	IV	Social Philosophy - II	3
	IV	School of Indian Philosophy - III	3

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Rural Development	IV	Development Strategies - II	3
	IV	Laws related to Rural Development - III	3
Psychology	IV	Social Psychology: Part II Paper II	3
	IV	Developmental Psychology: part II Paper III	3
History	IV	Paper II: Landmarks in World History, 1300A.D-1945A.D	3
	IV	Paper III: Ancient India from Earliest Times to 1000A.D	3
Sociology	IV	Paper II - Sociology of Development	3
	IV	Paper III Emerging Fields in Sociology	3
Political Science	IV	Paper II Principals and Concepts of Political Theory	3
	IV	Paper III Public Administration Paper III	3
Geography	IV	Paper II: An Introduction to Climatology	3
	IV	Paper III: Physical Geography of India	3
Education	IV	Paper II: Educational Psychology Paper -I	3
	IV	Paper III : Guidance and Counseling- Paper I	3

3.4 Program Part T.Y.B.A. (CBCS)

Subjects to be offered: 6 Papers

Optional Subject: Select only one optional subject with six papers or two subjects with three papers each from the subjects offered at F.Y.B.A. and S.Y.B.A. (Study material available in English and Marathi)

SEMESTER V -Total Marks: 600

Subject	Paper	Paper Title	Credit
Sociology	IV	Theoretical Sociology	4
	V	Sociology of Work	4
	VI	Sociology of Gender	3
	VII/VIII	Sociology of Human Resource Development	4
	VII/VIII	Urban Sociology	4
	IX	Quantitative Social Research	3
Economics	VII	Advanced Microeconomics – III	4
	VIII	Economics of Growth and Development	4
	IX	Industrial and Labour Economics – I	3
	X	Entrepreneurship & Small-Scale Industries	4
	XI	Environmental Economics – I	4
	XII	History of Economic Thoughts – I	3
History	IV	History of Medieval India (1000 CE – 1526 CE)	4
	V	History of Modern Maharashtra (1818 CE – 1960 CE)	4
	VI	Introduction to Archaeology	3
	VII	History of the Marathas (1630 CE- 1707 CE)	4
	VIII	History of Contemporary World (1945 CE – 2000 CE)	4
	IX	Research Methodology and Sources of History	3

Subject	Paper	Paper Title	Credit
Geography	IV	Geography of settlement	4
	V	Population Geography	4
	VI	Practical Geography	3
	VII	Geography: Regional Planning and Development-VII	4
	VIII	Geography: Geography of Disaster Mitigation and Management-VIII	4
	IX	Geospatial Technology-IX	3
Psychology	IV	Psychological Testing and Statistics	4
	V	Abnormal Psychology	4
	VI	Industrial/Organisational Psychology	3
	VII	Cognitive Psychology	4
	VIII	Practicals in Cognitive Processes and Psychological Testing	4
	IX	Counselling Psychology	3
Political Science	IV	World Politics	4
	V	Western Political Thought	4
	VI	Politics of Modern Maharashtra	3
	VII	Concepts in Political Sociology	4
	VIII	International Organisations	4
	IX	Electoral Process in India	3
Rural Development	IV	Agriculture and it's significance in rural Development	4
	V	Rural Marketing and Finance	4
	VI	Applied Agriculture	3
	VII	Rural Resource management	4
	VIII	Emerging issues in Rural Development	4
	IX	Social work for Rural Development	3

Subject	Pape r	Paper Title	Credit
Marathi	IV	मध्ययुगीन मराठी वाङ्मयाचा इतिहास भाग १	4

	V	भारतीय साहित्यविचार	4
	VI	साहित्य आणि समाज भाग १	3
	VII	भाषाविज्ञान आणि मराठी व्याकरण	4
	VIII	आधुनिक मराठी साहित्य,	4
	IX	भाषांतर कौशल्य	3
Hindi	IV	History of Hindi Literature	4
	V	Post Independence Hindi Literature	4
	VI	Information Technology in Hindi	3
	VII	Literary Criticism : Prosody & Rhetorics	4
	VIII	Linguistics : Hindi Language and Grammar	4
	IX	Mass Media	3
English	IV	16th to 18th Century English Literature-I	4
	V	Literary Criticism-I	4
	VI	19th Century English Literature-I	3
	VII	20th Century British Literature-I	4
	VIII	Translation Studies- Theory and Practice-I	4
	IX	Literature of Protest-I	3
Education	IV	Educational Evaluation	4
	V	Information & Communication Tech In Education	4
	VI B	Educational Research	3
	VII	Education For Women	4
	VIII	Challenges In Indian Education	4
	IX B	Educational Management	3

SEMESTER VI -Total Marks: 600

Subject	Paper	Paper Title	Credit
Sociology	IV	Anthropological Thought	4
	V	Sociology of Informal Sector	4
		Gender and Society in India : Contemporary Debates and Emerging Issues	3
	VI	Sociology of Organizations	4
	VII	Environmental Concerns in India	4
	VIII	Qualitative Social Research	3

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Economics	XIII	Advanced Macroeconomics – III	4
	XIV	International Economics	4
	XV	Industrial and Labour Economics – II	3
	XVI	Rural Development	4
	XVII	Environmental Economics – II	4
	XVII		3
	I	History of Economic Thoughts – II	
History	IV	History of Medieval India (1526 CE – 1707 CE)	4
	V	History of Contemporary India (1947 CE – 2000 CE)	4
	VI	Introduction to Museology and Archival Science	3
	VII	History of the Marathas (1707 CE – 1818 CE)	4
	VIII	History of Asia (1945 CE – 2000 CE)	4
	IX	Research Methodology and Sources of History	3

Subject	Paper	Paper Title	Credit
Geography	IV	Geography: Environmental Geography-IV	4
	V	Geography: Geography of Tourism and Recreation-V	4
	VI	Geography: Tools and Techniques in Geography for Spatial Analysis-II (Practical-VI)	3
	VII	Geography: Economic Geography-VII	4
	VIII	Geography: Biogeography-VIII	4
	IX	Geography: Research Methodology in Geography	3
Psychology	IV	Psychological Testing and Statistics	4
	V	Abnormal Psychology	4
	VI	Industrial/Organizational Psychology	3
	VII	Cognitive Psychology	4
	VIII	Practicals in Cognitive Processes and Psychological Testing	4
	IX	Counselling Psychology	3
Political Science			4
	IV	India & World Politics	
	V	Indian Political Thought	4
	VI	Determinants of Politics of Maharashtra	3

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	VII	Political Dynamism and Society	4
	VIII	Regional Organisations and Transcontinental Groups	4
	IX	Media and Electoral Process	3
Rural Development			4
	IV	Agriculture and it's significance in rural Development	
	V	Rural Marketing and Finance	4
	VI	Applied Agriculture	3
	VII	Rural Resource management	4
	VIII	Emerging issues in Rural Development	4
	IX	Social work for Rural Development	3

Subject	Paper	Paper Title	Credit
Marathi	IV	मध्ययुगीन मराठी वाङ्मयाचा इतिहास भाग २	4
	V	पाश्चात्य साहित्यविचार	4
	VI	साहित्य आणि समाज भाग २	3
	VII	भाषाविज्ञान आणि मराठी व्याकरण	4
	VIII	उत्तर आधुनिक मराठी साहित्य	4
	IX	व्यावसायिक मराठी	3
Hindi	IV	History of Modern Hindi Literature	4
	V	Post Independence Hindi Literature	4
	VI	Social Media	3
	VII	Literary Criticism : Prosody & Rhetorics	4
	VIII	Linguistics : Hindi Language and Grammar	4
	IX	Mass Media	3
English	IV	16th to 18th Century English Literature-II	4
	V	Literary Criticism-II	4
	VI	19th Century English Literature-II	3
	VII	20th Century British Literature-II	4
	VIII	Translation Studies- Theory and Practice-II	4
	IX	Literature of Protest-II	3
Education	IV	Educational Evaluation	4

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	V	Information & Communication Tech In Education	4
	VI B	Educational Research	3
	VII	Education For Women	4
	VIII	Challenges In Indian Education	4
	IX B	Educational Management	3

4. DETAILS OF PROGRAMMES IN FACULTY OF HUMANITIES

The duration of the course for the degree of Master of Arts shall be two years (four semesters), that is M. A. Part-I (SEM I & II) and M. A. Part-II (SEM III & IV).

M. A. Programme (NEP-2020)

Important to know:

Centre for Distance and Online Education (CDOE) (formerly known as Institute of Distance and Open Learning (IDOL)), University of Mumbai, has been brought into force the revised syllabus as per the NEP 2020 pattern for M.A Programme with effect from the academic year 2024-2025.

Examination in the NEP 2020 Pattern: As it is a semester pattern, two semesters in each academic year. Students have to appear in exams twice a year. Each semester-end examination will have Internal and External Exams.

4.1 M. A. In Marathi (With Study Material)

SEM	Paper Code	Paper Title	Credits
I	31211	साहित्यशास्त्र १	4
I	31221	साहित्य समीक्षा : सिद्धांत १	4
I	31231	ऐतिहासिक भाषाविज्ञान	4
I	31241	कालखंडाचा अभ्यास (प्रारंभ ते १६००)	2
I	31251	दलित साहित्य	4
I	31291	संशोधनशास्त्र	4

SEM	Paper Code	Paper Title	Credits
II	31212	साहित्यशास्त्र २	4
II	31222	समीक्षासिद्धांत २	4
II	31232	वर्णनात्मक भाषाविज्ञान	4
II	31242	कालखंडाचा अभ्यास (१६०० ते १८१८)	2
II	31273	लोकसाहित्य	4

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II	31292	On Job Training	4
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SEM	Paper Code	Paper Title	Credits
III		आधुनिक मराठी वाङ्मयाचा इतिहास -१ (१८१८ ते १९२०)	४
III		समाज भाषाविज्ञान	४
III		मराठी साहित्याचा सांस्कृतिक अभ्यास	४
III		वाङ्मयीन वाद -१	२
III		साहित्य प्रकाराचा अभ्यास - कादंबरी	४
III		प्रोजेक्ट (संशोधन प्रकल्प लेखन)	४

SEM	Paper Code	Paper Title	Credits
IV		आधुनिक मराठी वाङ्मयाचा इतिहास -२ (१९२० ते १९६०)	४
IV		बोलीभाषांचा भाषा वैज्ञानिक अभ्यास	४
IV		भारतीय साहित्याचा अभ्यास	४
IV		वाङ्मयीन वाद -२	२
IV		फुले आंबेडकरी साहित्य	४
IV		प्रोजेक्ट (संशोधन प्रकल्प लेखन)	

4.2 M. A. In Hindi (With Study Material)

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SEM	Paper Code	Paper Title	Credits
I	31111	हिंदी साहित्य का इतिहास (आदिकाल से रीतिकाल तक)	4
I	31121	भारतीय काव्यशास्त्र एवं साहित्यालोचन	4
I	31131	भाषा विज्ञान	4
I	31141	हिंदी नाटक	2
I	31152	हिंदी पत्रकारिता	4
I	31191	शोध प्रविधि एवं प्रक्रिया	4

SE M	Paper Code	Paper Title	Credits
II	31112	हिंदी साहित्य का इतिहास (आधुनिक काल)	4
II	31122	पाश्चात्य काव्यशास्त्र एवं साहित्यालोचन	4
II	31132	भाषाविज्ञान	4
II	31142	अनुवाद	2
II	31178	सूचना प्रौद्योगिकी और हिंदी	4
II	31192	प्रकल्प लेखन	4

SEM	Paper Code	Paper Title	Credits
III		प्राचीन एवं मध्यकालीन काव्य - १	४
III		जनसंचार माध्यम	४
III		आधुनिक काव्य	४
III		प्रयोजनमूलक हिंदी	२
III		मराठी संतों का हिंदी काव्य	४

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		प्रकल्प लेखन	४
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SEM	Paper Code	Paper Title	Credits
IV		प्राचीन एवं मध्यकालीन काव्य - २	४
IV		विविध विमर्श एवं साहित्य	४
IV		आधुनिक गद्य	४
%		जैनेन्द्र	४
IV		प्रकल्प लेखन	६

4.3 M. A. In English (WithStudyMaterial)

SEM	Paper Code	Paper Title	Credits
I	30911	English Poetry from Chaucer to the Present	4
I	30921	English Non-Fictional Prose from Bacon to the Present	4
I	30931	Literary Criticism	4
I	30941	Language: Basic Concepts and Theories	2
I	30952	Women Studies	4
I	30991	Research Methodology in Language and Literature	4
SEM	Paper Code	Paper Title	Credits
II	30912	English Drama from Shakespeare to the Present	4
II	30922	English Fiction from Defoe to the Present	4
II	30932	Literary Theory: Post-WorldWar-II	4
II	30942	Study of Modern English-I	2

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II	30972	Cultural Studies	4
II	30992	On job training	4

SEM	Paper Code	Paper Title	Credits
III		Indian Literature in English	4
III		American Literature	4
III		New Literatures in English	4
III		Study of Modern English II	2
III		ELT	4
III		Research Project	4

SEM	Paper Code	Paper Title	Credits
IV		Translation, Theory and Practice	4
IV		Indian Literature in Translation	4
IV		European Literature in Translation	4
IV		World Literature Today	4
IV		Research Dissertation	6

4.4 M. A. In Sociology (With Study Material in Marathi and English)

SE M	Paper Code	Paper Title	Credits
I	30511	Classical Sociological Theory	4
I	30521	Perspectives on Indian Society	4
I	30531	Sociology of Globalization	4
I	30541	Academic Reading and Writing	2

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I	30554	Education and Society	4
I	30591	Research Methodology	4

SEM	Paper Code	Paper Title	Credits
II	30512	Classical Perspectives in Cultural Anthropology	4
II	30522	Sociology of Marginalised Communities	4
II	30532	Gender and Society	4
II	30542	Feminist Epistemology	2
II	30571	Industry, Labour and Globalization	4
II	30592	ON JOB TRAINING / FIELD PROJECTS	4

SEM	Paper Code	Paper Title	Credits
III		Modern Sociological Theories	4
III		Sociology of Development	4
III		Sociology of Law	4
III		Virtual Sociology	2
III		Sociology of Informal Sector	4
III		Research Project	4

SEM	Paper Code	Paper Title	Credits
IV		Contemporary Sociological Theories	4
IV		Contemporary Perspectives in Cultural Anthropology	4
IV		Sociology of Social Movements	4
IV		The Making of Mumbai	4

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IV		Research project	4
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4.5 M. A. In History (With Study Material in Marathi and English)

SE M	Paper Code	Paper Title	Credits
I	30411	History of Early India (upto 1000 CE)	4
I	30421	History of Medieval India (1200 CE to 1700 CE)	4
I	30431	History of Modern India (1757 CE to 1947 CE)	4
I	30441	History of Marathas (1630 CE - 1680 CE)	2
I	30454	Makers of India in the 20th Century	4
I	30491	Research Methodology	4

SEM	Paper Code	Paper Title	Credits
II	30412	Contemporary Indian History (1947 CE - 2000 CE)	4
II	30422	Perspectives of Ambedkarism	4
II	30432	History of the Modern World (1757 CE- 1960 CE)	4
II	30442	History of USSR in the 20th century	2
II	30476	History of Reservation Policy in Contemporary India	4
II	30492	OJT/Field Project	4

SEM	Paper Code	Paper Title	Credits
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III		Introduction to Philosophy of History	4
III		History of the United States of America in the 20th Century	4
III		Historical perspectives on the Indian Constitution	4
III		History of Maharashtra in the 19th and 20th Centuries	2
III		Indian Archaeology	4
III		Research Project	4

SEM	Paper Code	Paper Title	Credits
IV		History of the Indian National Movement (1857 CE - 1947 CE)	4
IV		Emancipatory Movements in the Modern World	4
IV		History of Buddhism in India	4
IV		Sources in History	4
IV		Research Project	6

4.6 M. A. In Economics (With Study Material in Marathi and English)

SEM	Paper Code	Paper Title	Credits
I	30811	Microeconomics I	4
I	30821	Macroeconomics I	4
I	30831	Indian Economy	4
I	30851	Industrial Economics I	2
I	30822	Economics of Labour Market	4
I	30891	Research Methodology	4

SEM	Paper Code	Paper Title	Credits
II	30813	Public Economics	4
II	30861	International Trade - Theory and Policy	4
II	30875	Managerial Economics	4
II	30852	Industrial Economics II	2
II	30871	Economics of Human Development	4
II	30892	OJT/Field Project	4

SEM	Paper Code	Paper Title	Credits
III		MICRO ECONOMICS - II	4
III		MACRO ECONOMICS - II	4
III		ECONOMICS OF DEVELOPMENT	4
III		MONEY AND BANKING - I	2
III		ENVIRONMENTAL ECONOMICS	4
III		RESEARCH PROJECT (RP)	4

SE M	Paper Code	Paper Title	Credits
IV		AGRICULTURAL DEVELOPMENT AND POLICY	4
IV		INDUSTRIAL RELATIONS IN INDIA	4
IV		MONEY AND BANKING - II	2
IV		REGIONAL ECONOMIC THEORY	2
IV		GENDER ECONOMICS	4
IV		RESEARCH PROJECT (RP)	6

4.7 M. A. In Political Science (With Study Material in English & Marathi)

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SEM	Paper Code	Paper Title	Credits
I	30311	Introduction to Political Theory I	4
I	30321	Indian Political System	4
I	30331	International Relations I	4
I	30341	Indian Constitution I	2
I	30359	India's Neighborhood Relations	4
I	30391	Introduction to Methods in Research	4
SEM	Paper Code	Paper Title	Credits
II	30312	Political Theory II	4
II	30322	Public Administration	4
II	30332	International Relations II	4
II	30342	Indian Constitution II	2
II	30379	Leadership Development	4
II	30392	OJT/Field Project	4

SEM	Paper Code	Paper Title	Credits
III		Comparative Politics	4
III		Political Process in Political Maharashtra	4
III		Political Thought in Modern India	4
III		Security in International Relations	2
III		Political Ideologies	4
III		Research Project	4

SEM	Paper Code	Paper Title	Credits
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IV		Foreign Policy of India	4
IV		Political Sociology	4
IV		Rural Governance in India	4
IV		Social Movements in India	4
IV		Research Project	6

4.8 M. A. In Psychology (With Study Material only in English)

SEM	Paper Code	Paper Title	Credits
I	30611	Personality Psychology	4
I	30621	Psychology of Cognition & Emotions	4
I	30631	Statistics for Psychology	4
I	30641	Experimental Psychology Practicals	2
I	30654	Community & Social Psychology	4
I	30691	Research Methodology In Psychology	4

SEM	Paper Code	Paper Title	Credits
II	30642	Psychological Testing and Psychometric Practicals	2
II	30612	Evolutionary Psychology	4
II	30622	Social foundations of human Behaviour	4
II	30632	Positive Psychology	4
II	30674	Assessment in Social Psychology	4
II	30692	OJT/Field Project	4

SEM	Paper Code	Paper Title	Credits
III		Intervention systems and Skills of Psychology	4
III		Biological Basis of Human Behavior	4
III		Legal Perspectives in Psychology and	4

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		Praxis	
III		Data Analytics and Machine Learning applications to Psychology	2
III		Practicum in Social Psychology (PC)	4
III		Research Project in Psychology I: Preparing Research Proposal	4

SEM	Paper Code	Paper Title	Credits
IV		Critical and Theoretical Psychology	4
IV		Human Resource Management	4
IV		Cultural Psychology	4
IV		Consumer Psychology	4
IV		Research Project in Psychology II: Research Dissertation	6

5. DETAILS OF PROGRAMMES IN FACULTY OF INTERDISCIPLINARY STUDIES

5.1 M.A. In Geography (With Study Material in English & Marathi)

SEM	Paper Code	Paper Title	Credits
I	34511	GEOG 501 Advanced studies in Physical Geography	4
I	34521	GEOG 502 Advanced Studies in Human Geography	4
I	34531	GEOG 503 Spatial Dimensions of Development, Environment and Society	4
I	34591	Research Methodology	4
I	34555	Climate Change Science	4
I	34592	GEOG 505 Geoinformatics	2

SEM	Paper Code	Paper Title	Credits
II	34512	GEOG 507 Advanced studies in Physical Geography – II	4
II	34522	GEOG 508 Advanced Studies in Human Geography – II	4
II	34593	GEOG 509 Tools and Techniques of Geographical Analysis – I	4
II	34594	GEOG 510 On job Training / Internship	4
II	34595	GEOG 511 Advanced Methods of Land Surveying, mapping and cartography	2
II	34575	Sustainability – Ecological, Socio-Economic and Political Dimensions	4

5.2 M. A. In Education (With Study Material in English & Marathi)

SEM	Paper Code	Paper Title	Credit
I		Advanced Philosophy of Education	
I		Advanced Educational Psychology	
I		Educational Management & Leadership	
I		Environmental Education & Sustainable Development	
I		Inclusive Education	
I		Research Methodology In Education	

SEM	Paper Code	Paper Title	Credit
II		ICT In Education	
II		Advanced Sociology of Education	
II		Methods & Techniques of Teaching	
II		History of Education	
II		System & Structure of School Education	
II		Field Project	

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5.3 M. A. In Public Relation
(With Study Material in English & Marathi)

SEM	Paper Code	Paper Title	Credits
I		Persuasion Studies	4
I		Strategic and Integrated Communication	4
I		Media Management and Economics	4
I		Writing for the Media -1	2
I		Preparing a Public Relations Campaign (Elective)	4
I		Social Science Research Design (RM)	4
SEM	Paper Code	Paper Title	Credits
II		Organizational Behaviour	4
II		Digital Technologies and Strategic Communication	4
II		Advanced Strategic and Integrated Communication	4
II		Writing for the Media -2	2
II		Preparing an Advertising Campaign (Elective)	4
II		Digital Media Marketing (OJT/FP)	4

5.4 M. A. In Communication and Journalism
(With Study Material in English & Marathi)

SEM	Paper Code	Paper Title	Credits
I		Communication Studies	4
I		Journalism Studies	4
I		Media Management and Economics	4
I		Writing for the Media-1	2

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I		Preparing a Public Relations Campaign (Elective)	4
I		Social Science Research Design (RM)	4
SEM	Paper Code	Paper Title	Credits
II		Audience studies	4
II		Entertainment studies	4
II		Strategic Communication	4
II		Writing for the Media -2	4
II		Preparing an Advertising Campaign (Elective)	4
II		Digital Media Marketing (OJT/FP)	4

SECTION-THREE

6. RULES, REGULATIONS, SERVICES AND FACILITIES

6.1 INSTRUCTIONS TO SCHOLARSHIP STUDENTS

1. The students who are applying for Post Matric Scholarship should first apply for admission through this website: <http://mu.ac.in/portal/distance-open-learning/>
2. Those student who will be opting for GOI Scholarship Schemes are required to visit at Room No. 108-A, CDOE, Dr. Shankar Dayal sharmaBhavan, Kalina Campus, Vidhyanagari,Santacruz (E), Mumbai- 400 098.between 11 am to 3.30 p.m. along with mandatory documents as mentioned below:
 - Students should carry all Original Documents for Verification purposes. (Compulsory) at Room No- 108 A, CDOE.

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- One set of self-attested Xerox copies of Admission form along with all necessary documents required for scholarship. *(Please see Annexure – A, List of Documents for SC/DT/NT/OBC/SBC)*
- Thereafter they should apply for Scholarship (for SC/DT/NT/OBC/SBC) through the website of Department of Social Justice & Special Assistance <http://mahadbt.gov.in>
- And in case of ST Category students they should apply for Scholarship/*freeship to E-Tribal Department on their website: <http://etribal.maharashtra.gov.in> *(Please see Annexure – B, List of Documents)*
- Freeships subject to clearance from E-Tribal Department.

Online GOI Post Matric Scholarship Scheme SC/OBC/DT(VJ)/NT/SBC

All the Following documents must be attested or self-attested for GOI Scholarship Scheme

- 1) Aadhar Card.
- 2) S.S.C. Mark sheet.
- 3) Caste Validity Certificate
- 4) Caste Certificate.
- 5) Father's Income Certificate from Tahsildar.
- 6) Last Year's Mark sheet.
- 7) Gap Certificate (on ₹100/- Stamp paper)* in case of a gap in Education.
- 8) Ration Card.(Front & Back Side) (in Case Name of Student in other relative Ration card, Affidavit required on ₹100/- Stamp paper.)
- 9) Father/Mother Death Certificate (if applicable)
- 10) Marriage Certificate/ Gazette Certificate (for name change)
- 11) Bank Account number of Nationalised bank (Students' Saving Account)
- 12) Printout of Online Scholarship Form (Social Welfare Dept.)
- 13) Domicile Certificate.

Income Limits for various Caste.

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(As per Social Welfare Dept's Circular
no.sa.AaÀmauuuuu].ÀBaasaiSa'iSaSau'pSauÀ2013'14À1917Ê id. 22À07À2013)

**SC: - up to ₹2,00,000/-OBC/DT (VJ)/NT/SBC: - up to ₹1,00,000/- t all documents in Scholarship
Section CDOE, Room N0. 108-A from Monday to Friday 11. 00 a.m. to 3.30 p.m.)**



University of Mumbai
मुंबई विद्यापीठ

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
[FORMERLY INSTITUTE OF DISTANCE AND OPEN LEARNING (IDOL)]

दूरस्थ व ऑनलाईन शिक्षण केंद्र (सीडीओई)
[पूर्वीची दूर व मुक्त अध्ययन संस्था (आयडॉल)]

<https://mahadbt.maharashtra.gov.in/> या संकेतस्थळावर मुंबई विद्यापीठाच्या दूरस्थ व ऑनलाईन शिक्षण केंद्रात प्रवेश घेणा-या विद्यार्थ्यांसाठी पुढीलप्रमाणे शिष्यवृत्ती योजना मंजुरी आहे.
या व्यतिरिक्त इतर कोणत्याही प्रकारची शिष्यवृत्ती योजना दूरस्थ व ऑनलाईन शिक्षण केंद्रातील अभ्यासक्रमास मंजुरी नाही, याची विद्यार्थ्यांनी नोंद घ्यावी.

Social Justice and Special Assistance Department समाजिक न्याय व विशेष सहाय्य विभाग	Tribal Development Department अदिवासी विकास विभाग	VJNT, OBC and SBC Welfare Department विमुक्तजाती, भटक्या जमाती, इतर मागास वर्ग कल्याण संचालनालय
Schedule Caste अनुसूचित जाती	Scheduled Tribes अनुसूचित जमाती	Vimukta Jati, Nomadic Tribes / Other Backward Class / Special Backward Classes विमुक्त जाती, भटक्या जमाती / इतर मागास वर्ग / विशेष मागास प्रवर्ग
Govt. of India Post-Matric Scholarship भारत सरकार पोस्ट-मॅट्रिक शिष्यवृत्ती योजना	Post-Matric Scholarship Scheme (Govt. of India) भारत सरकार मॅट्रिकोपर शिष्यवृत्ती	Post Matric Scholarship to OBC/VJNT/SBC जनस / वि.जा. प्रवर्गाच्या विद्यार्थ्यांसाठी मॅट्रिकोपर शिष्यवृत्ती
आरक्षक कागदपत्रे खालीलप्रमाणे :-	आरक्षक कागदपत्रे खालीलप्रमाणे :-	आरक्षक कागदपत्रे खालीलप्रमाणे :-
उत्पन्न प्रमाणपत्र (वार्षिक उत्पन्न इ. २.५ लाख किंवा त्यापेक्षा कमी असावे).	कोट्टिबि वार्षिक उत्पन्न प्रमाणपत्र (कोट्टिबि उत्पन्न <= २,५०,०००)	उत्पन्न प्रमाणपत्र / निकटतम घोषणापत्र. सक्षम प्राधिकरणाकडून जारी केलेले असावे. (वार्षिक उत्पन्न रु. १.५ लाख किंवा त्यापेक्षा कमी असावे).
जात प्रमाणपत्र (विद्यार्थी अनुसूचित जातीचा किंवा मजदूर असला).	जात प्रमाणपत्र (अनुसूचित जाती).	जात प्रमाणपत्र - सक्षम प्राधिकरणाकडून जारी केलेले असावे. (महाराष्ट्र शासनाद्वारे जारी केलेले). तासव्याख्या पुरावा नसल्यास हे प्रमाणपत्र ग्राह्य धरले जाईल.
	व्यावसायिक अभ्यासक्रमासाठी जाति वैधता प्रमाणपत्र आरक्षक आहे. (Caste Validity Certificate)	जात पदाळणी प्रमाणपत्र - व्यावसायिक पदवी अभ्यासक्रम, व्यावसायिक पदवुपर अभ्यासक्रमांसाठी अभिजात किंग-व्यवसायिक अभ्यासक्रमांसाठी जात पदाळणी प्रमाणपत्र अभिजात नाही. (Caste Validity Certificate)
डोमिनसईल प्रमाणपत्र (विद्यार्थी महाराष्ट्र राज्याचा अधिवासी असला).	डोमिनसईल प्रमाणपत्र (महाराष्ट्र राज्याचा रहिवासी असला).	डोमिनसईल प्रमाणपत्र (महाराष्ट्र राज्याचा रहिवासी असला).
१०वी/१२वी परीक्षेची गुणपत्रिका गत वर्षीच्या परीक्षेची गुणपत्रिका.	१०वी/१२वी परीक्षेची गुणपत्रिका गत वर्षीच्या परीक्षेची गुणपत्रिका.	१०वी/१२वी परीक्षेची गुणपत्रिका गत वर्षीच्या परीक्षेची गुणपत्रिका.
सिध्दांतील वरत बाबतचे आणि स्व-घोषणापत्र (आरक्षक असल्यास). (Gap Cert.) & (Self Declaration If Required)	नोकरे करत नसल्याबाबतचे प्रतिज्ञापत्र (Affidavit) [राश्वर रुपयाच्या (रु. १००/-) स्वरुप पेरवट].	अंतर प्रमाणपत्र - शिक्षणामध्ये रूंद असल्यास हे प्रमाणपत्र अभिजात असेल. (Gap Cert.)
वडिलांचे मृत्यु प्रमाणपत्र (आरक्षक असल्यास).		शाळा / महाविद्यालय सोडल्याचे प्रमाणपत्र. (Leaving Cert.)
परिचये उत्पन्न प्रमाणपत्र (अर्जदर जर विवाहीत स्त्री असल्यास) (वार्षिक उत्पन्न रु. २.५ लाख किंवा त्यापेक्षा कमी असावे).		शिपपत्रिका (Ration Card) - कुटुंबातील मुलांची एकूण संख्या ओळखण्यासाठी (किंवाट टोन अपर.) i) मुलीसाठी हि अट बंधनकारक नाही. ii) एकच पालकाची जास्तीत जास्त २ मुले शिष्यवृत्तीसाठी पात्र असतील.
		एकूण लाभार्थी मुलांच्या संख्येबाबत आई-वडिलांचे / पालकांचे घोषणापत्र. (Declaration Cert.)
		वडिलांचे / पालकांचे मृत्यु प्रमाणपत्र (लागू असल्यास).
आधार संलग्नीकृत बँक खाते असावे.	आधार संलग्नीकृत बँक खाते असावे.	आधार संलग्नीकृत बँक खाते असावे.

शिष्यवृत्ती बाबत सविस्तर माहितीसाठी mahadbt.maharashtra.gov.in संकेतस्थळ पहावे.

शिष्यवृत्ती अर्ज सादर करण्यापूर्वी "अर्ज सादर करण्याच्या प्रक्रियेचे नियम आणि मार्गदर्शक तत्वे" <https://mahadbt.maharashtra.gov.in/> या संकेतस्थळावर कृपया काळजीपूर्वक वाचा.

महाडीबीटी संकेतस्थळावर शिष्यवृत्ती अर्ज सादर करताना **current course details** मध्ये **fees paid** म्हणून **00 (शून्य शून्य)** रक्कम नमूद करावी.

महाडीबीटी संकेतस्थळावर शिष्यवृत्ती अर्ज सादर करताना **College Name** येथे **Centre for Distance and Online Education** असे नाव लिहावे.

महाडीबीटी संकेतस्थळावर शिष्यवृत्ती अर्ज सादर केल्यानंतर सात दिवसांच्या आत शिष्यवृत्ती अर्जाच्या छायाप्रतीसह दूरस्थ व ऑनलाईन शिक्षण केंद्र (सी.डी.ओ.ई.) चा प्रवेश अर्ज, शुल्क पावती व "हमीपत्र" भरून कक्ष क्रमांक १०८-३, शिष्यवृत्ती विभाग, दूरस्थ व ऑनलाईन शिक्षण केंद्रात जमा करावेत.

निर्धारित वेळेत ऑनलाईन शिष्यवृत्ती अर्ज सादर करण्यात अयशस्वी झाला किंवा एखाद्या कारणास्तव शासनाकडून शिष्यवृत्ती नामंजूर करण्यात आली तर सर्वसाधारण प्रवर्गासाठी आकारण्यात येणारे संपूर्ण शैक्षणिक शुल्क (उत्तिरित रक्कमेचा फरक वगळून) दूरस्थ व ऑनलाईन शिक्षण केंद्रात भरावे लागेल.

CDOE मधील ज्या अभ्यासक्रमांचा समावेश महाडीबीटी संकेतस्थळावर नसेल, अशा अभ्यासक्रमास प्रवेश घेणा-या "राखीव प्रवर्ग" विद्यार्थ्यांना संपूर्ण शैक्षणिक शुल्क भरावे लागेल.

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6.2 IMPORTANT CIRCULARS & ORDINANCES

Check the links given below for various circulars & Ordinances

1. M.A./M.Sc. (Maths) class improvement ordinance
http://archive.mu.ac.in/myweb_test/M.A.%20MSc.%20%28Maths%29%20Class%20Improvement%20Ordinance.pdf
2. Master Examination individual subject passing be implemented from academic year 2016-17
<http://mu.ac.in/portal/wp-content/uploads/2014/06/Item-no-7.6-change-the-scheme-Master-of-ExaminationPG-courses.pdf>

6.3 SUPPORT SERVICES

7.3.1 PERSONAL CONTACT PROGRAMMES:

The Institute organises guidance and counselling sessions (lectures) under Personal Contact Programme in certain subjects in Mumbai for the benefit of Students, in the evening for 02 hours, or on Sundays/Holidays for traditional courses and Attendance **about 75% lectures and Practical are compulsory for Psychology and Geography courses only**. PCP is an attempt to provide guidance and counselling to the Students in solving their academic difficulties.

INSTRUCTIONS TO THE STUDENTS

1. Students are requested to visit the nearest centre from their residence. Detailed time tables will be available with the Coordinator of the centre or on the Notice Board of the College. No separate correspondence in this regard will be made.
2. PCP Programmes for undergraduate courses and postgraduate 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 Centre for Distance and Online Education.
4. Students are requested to meet the centre Coordinators for academic problems.
5. Students are requested to remain in contact with the centre's centre co-ordinator for any change in the Time Table.
6. **Attendance and Practical's is compulsory for Psychology and Geography Programmes**

Personal Contact Programme (PCP Lectures) will be conducted at the Learner Support

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Centers.

6.3.2 Study Material

Study material is the soul of a Distance Learner. 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 DEB. Every year, about 75-90 thousand Students are taking advantage of our study materials.

6.3.2.1 Audio – Video Centre (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. The centre 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. centre of the institute. A catalogue of the cassettes is available in the centre located at room no. 205, in the CDOE building.

6.3.2.2 Library Facilities

The Institute has an independent library having 415 thousand books including texts and references and 22 research journals and periodicals. The CDOE provides an Air Conditioned reading hall and the book – lending facility for the Students at its building in room No. 203 and 215. It remains open during office hours i.e. from 10:20 am to 06:00p.m. Only on working days except 2nd and 4th Saturdays. 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 CDOE at Vidyanagari. The deposit can be claimed by the Student at the end of the academic year or latest before 31st December of the next calendar year, provided there are no dues or books outstanding in his/her name.

6.3.2.3 Xerox Facilities

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

6.3.2.4 Syllabus and Old Question Papers

For reference, the institute provides old question papers and syllabus Copies to the Students. This facility is available in the study material unit in the CDOE library and on our website

Centre For Distance And Online Education (CDOE), University of Mumbai.

mu.ac.in/portal/distance-open-learning/

6.3.2.5 Guidance and counselling

CDOE conducts PCP lectures at various centres located in Mumbai and suburban areas and also in Konkan region. The institute has also appointed its own teaching faculties for various subjects. At the headquarters our teaching faculty regularly counsel the Students during the office hours (Except 2nd and 4th Sat).

6.3.2.7. Separate computer lab available for students (for practical and hands on training for online learning (Only for online courses).

6.4 RULES AND REGULATIONS

RULES AND REGULATIONS OF CANCELLATION

6.3.1 Cancellation of Admission / Refund of Fees

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

0.2859(C) : All the fees paid by a Student at the time of admission shall be refunded to him/her after deducting Rs.30/- (Rupees Thirty only) as administrative charges, if the Student informs the Professor-cum-Director, Institute of Distance and Open Learning, in writing within 30 days from the date of his/her admission.

0.2859(D) : All the fees paid by a Student at the time of admission shall be refundable to him/her after deduction of Rs.250/- (Rupees Two Hundred Fifty only) as administrative charges, provided that,

- 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.

No. of Days	Amount Deducted
Up to 10 days of admission	Rs. 500/-
11 to 60 days of admission	20% of the total fees
61 to 90 days of admission	30% of the total fees
91 to 120 days of admission	50% of the total fees
After 120 days	No refund

N.B.: (Ordinance 0.2859 for UG programmes) and (Ordinance No(O.3574 for PG Programmes)are amended. Fees will be refunded as per revised ordinance. (Please visit our website for these revised ordinances)

Important Notice

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

1. Incomplete forms without any of the required documents/ information will be rejected.
2. The N.O.C., Statement of Marks / Provisional Statement of Eligibility etc. submitted by the Students will be sent for verification to their previous colleges / institutions and provisional admission will be granted only after the documents get authenticated. Otherwise, the provisional admission given to the Student will automatically get cancelled without any intimation/ notice to the Student. No refund of fees will be given. The matter will also be reported to the police.
3. 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 the responsibility of the Students to obtain information about such matters from time to time. Non-receipt of any such information cannot be accepted as an excuse for lapse on the part of the Student.

64.2 Changes in Name/ Address /Subject

1. For intimating changes in name and address, students should apply to the Professor-cum-director, CDOE, in the prescribed forms. Change in the name should be supported with documentary evidence such as a Gazette Notification, Marriage Certificate etc.;
2. For changing the subject once offered, the Students must apply before 31st October of

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the same Academic Year. Learners are requested to fill up a form for change in subject/ name at Room No 12 on or before 31st Oct., 2024.

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

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

The prescribed fee for applying for Duplicate Identity Card is Rs.50/- to be paid in cash on any working day from Monday to Friday & odd Saturday (i.e., 1st & 3rd) 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 forms of the above certificates are available in Room No. 12. Only Old Students who were admitted before the academic year 2012-13.

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

The prescribed fee for applying for Duplicate Mark sheet is Rs.100/- to be paid in cash during cash transaction days and hours. Please attach an 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 Chhatrapati Shivaji Maharaj Bhavan (Exam House) in Vidyanagari Campus.

(c) Bonafide Certificate (Rs.20/-) and Transcript Certificate (Rs.750/- for U.G. and Rs.1000/-for P. G. Course.)

The prescribed fee for applying for the Bonafide Certificate is Rs.20/- and the **Transcript Certificate Under Graduate Programme is Rs.750/- and Post Graduate Programme is Rs.1000/- (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 Dispatch Section of CDOE. The details of documents required to be submitted are given in these forms.

6.4.4 Examinations

(CBCS pattern scheme implemented from the academic year 2020-21 for the programs of examination will be conducted semester wise)

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 wishes 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 CDOE does not send any information to its Ex-Students/Repeaters.
6. The time-table of the examination will be put-up on CDOE Notice Board about 10 days before the date of commencement of the respective examination. The information regarding the examination, seat numbers and the hall ticket and the centre of the examination will be available about 4 days before the commencement of the examination, provided the same are received in time from the Controller of Examinations.
7. Documents required for filling in examination forms.
 - i) Identity Card of CDOE
 - ii) Statement of Marks of previous attempt with Xerox Copies.

6.4.5 Refund of Examination Fees

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

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

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

6.4.6 Transfer Certificate and Migration Certificate:

Whenever a Student 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:

- a) For seeking admission in another institution/college affiliated to this University, a Transference Certificate from the CDOE by paying the prescribed fees of Rs.100/- and applying in the prescribed form with the necessary documents. **(UG/108g1999 Date:- 15/03/1999).**
- b) For seeking admission in other Universities within the country or abroad, the Student is required to obtain a Migration Certificate.

University of Mumbai is introducing the online program of applying migration certificate through online mode. The students interested in taking admission in other universities needs to apply for Transfer certificate + migration certificate.

- 1) To apply for Migration certificate candidate should apply for transfer certificate.
- 2) Candidate should apply for Transfer Certificate in CDOE.
- 3) Candidate should fill the offline prescribed form for Transfer certificate available in CDOE.
- 4) Candidate should pay the fees in cash accordingly in account section of CDOE between 11:00 am to 2:30 pm. (Monday to Friday, Except second & fourth Saturdays and public holidays)
- 5) Candidate should take the original copy of Transfer certificate along with the Enrollment & Eligibility confirmation letter from CDOE and can proceed with the online process of applying migration certificate and pay the online fees.
- 6) Migration Department, University of Mumbai will send the original Migration certificate at your address by post.
- 7) The link of applying online migration :- <https://mu.migrationcertificate.in/>

Helpline: - For queries related to online application for migration certificate: Contact: -8291111002 Email: info@migrationcertificate.in

6.4.7 Admission on Fake Certificates:

IF ANY DOCUMENT SUBMITTED BY THE STUDENT AT THE TIME OF ANY COURSE AT ANY ADMISSION CENTRE AND FOUND FALSE AND FAKE THEN THE ADMISSION WILL BE CANCELLED INSTANTLY AND THE MATTER WILL BE REPORTED TO POLICE FOR FURTHER NECESSARY ACTION.

4.4.8 Admission Validity:

The admission is valid for a period of 5 years only for the approved students from the date of admission after which she/he has to take a fresh admission to any course of the institute. Students must ensure that he/she should get admission approval within the current academic year. If any student does not receive any confirmation SMS/Email from CDOE office, he/she should immediately contact the concerned section of CDOE.

6.4.9 Convocation and Other certificates:

The Students who have completed the course (i.e. who have passed their degree exam from the University, they 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 Jyotirao Phule Bhavan, Examination House, Vidyanagari, Santacruz (East),

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

6.4.10 Standard of Passing for M.A. (Part – I and II) R.1967: -

Students shall be required to obtain 40 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 students who pass Part I and Part II examinations and obtain a minimum of 60 percent of the total marks, will be placed in the First Class and those obtain a minimum of 50 percent in Second Class.

6.5 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 practise a 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 workplaces. You may not have ample 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

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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 textbook. 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
- (iv) The date and place of publication

Preface helps you decide whether or not the book deserves your attention. Contents tell you what topics the author is dealing with and how he has organised 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 effort by directing you straight to the relevant pages.

Question

Your survey of the text will raise 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 a topic?

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

Read

Reading 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
- (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.
