

CIRCULAR:-

The Principals of the affiliated colleges in Arts, Science and Commerce and Professor-Cum-Director, Institute of Distance Education are hereby informed that the proposal for introduction of various Add-on Courses under the University Grants Commission scheme of "Vocationalization of Higher Education in the Faculties of Arts, Science and Commerce has been accepted by the Academic Council at its meeting held on 18th June, 2004 vide item No.7.13 and subsequently approved by the Management Council at its meeting held on 31st July, 2004 vide Item No.17 and that in accordance therewith the following Add-on Courses have been introduced from the academic year 2004-2005. :-

Courses	Name of the Board of Studies	Name of the Faculty
E-Commerce	Commerce	Commerce
Foreign Trade Management		
Customer Resource Management	Commerce	
Stock Market Operation	Commerce	
Tax Procedure and Practice	Commerce	
Family Business Management	Commerce	
International Business (Export Management)	Commerce	
Stock Market operation Management		
Management of Retail Business		
Marketing Communication Advertising, Sales Promotion and Sales Management	Commerce	
Personal Selling Salesmanship & Sales Force Management		
Secretarial Practice and Office Management	Management	Arts/Commerce
Foreign Trade Management	Management	
Biodiversity	Botany	Science
Horticulture		
Design & Maintenance of Domestic and Industrial (Electric & Electronic Appliances)	Physics	
Food & Nutrition	Bio-Chemistry	
Actuarial Science	Statistics	
Hindustani Classical Music	Music	Arts
Functional English	English	
Child Care and Child Development	Psychology	
Environmental Auditing	Environmental Science	Science
Web Designing and Office Automation		
Hardware Maintenance	Computer Science	

Courses	Name of the Board of Studies	Name of the Faculty
Tissue Culture Horticulture Equipment Maintenance	Science	
Heritage Management	History	Arts

Further that the syllabi approved for the aforesaid courses will be sent to them later and that the same has been assigned to the Boards of Studies and Faculties mentioned against each of the courses.

MUMBAI-400 032

9th May, 2005

To,

The Principals of the affiliated colleges in Arts, Science and Commerce and Prof-Cum-Director, Institute of Distance Education,

AC/7.13/18.06.04

MC/17/31.07.04

No.UG/ 164-A of 2005, MUMBAI-400 032 9th May, 2005

Copy forwarded with compliments for information to :-

- 1) The Deans, Faculties of Arts, Science and Commerce

for REGISTRAR

Copy to :-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Personal Assistants to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

The Officer on Special Duty-cum-Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Affiliation Section (2 copies), the Director, Institute of Distance Education, (10 copies) the Director University Computer Center (IDE Building), Vidyanagari, (2 copies) the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO) . the Assistant Registrar, Academic Authorities Unit (2 copies) and the Assistant Registrar, Executive Authorities Unit (2 copies) . They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above Circular and that no separate Action Taken Report will be sent in this connection. the Assistant Registrar Constituent Colleges Unit (2 copies), BUCT(1 copy), the Deputy Account, Unit V(1 copy), the In-charge Director, Centralize Computing Facility (1 copy), the Receptionist (1 copy), the Telephone Operator (1 copy), the Secretary MUASA (1 copy), the Superintendent, Post-Graduate Section (2 copies), the Superintendent, Thesis Section (2 copies)