

## (True Translation)

Awarded twice for the excellent organization by Commonwealth of Learning International Quality Award  
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New Delhi.

### **Yashwantrao Chavan Maharashtra Open University.**

(NAAC Accredited with 'A' Grade)  
(Established by the Government of Maharashtra)

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Student Service Section

Out.No.: V.S.V/2022/329/178  
Dated: 08/12/2022

To,

**The Principal,**

Yashwantrao Chavan Study Center of Maharashtra Open University at  
Arts, Science and Commerce College, Chikhaldara.  
At post. Chikhaldara, Dist. Amravati-444403

**Subject: Approval to Yashwantrao Chavan Maharashtra Open University study center...**

Dear Sir,

Yashwantrao Chavan Maharashtra Open University was established on 1<sup>st</sup> July 1989 under Maharashtra Legislature Act XX (1989) and recognized by university grand commission. It was under consideration to provide new study centers/ new courses of study to senior colleges of the university in the academic year 2022-23, accordingly the applications of the proposals were invited in the prescribed format for starting new study centers from senior colleges.

After scrutinizing all the proposals by scrutiny committee for new study center/new curriculum at divisional center and university level were recommended to honorable Vice-Chancellor for final approval. Hon.Vice Chancellor approved it as follows

Name of the faculty/Branch	Name of the Divisional centre	Name of the college/institute	Study centre code.	Name of the Approved course and course code.	No. of Seats.	Year of approval and duration
Commerce and Management	Amravati	Arts, Science and Commerce College, Chikhaldara.	12252	M.Com. (M17)	60	2022-2023 One year

1. Principal of the Senior College shall be the Head of the Center and the Professor of the Senior College appointed by the Principal shall act as the Center Coordinator. The Principal should appoint assistant and peon from the employees of the college for daily operations.



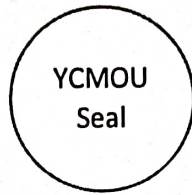
2. Remuneration for the work of Open University will be as per the rules of the University. Procure this information from your divisional center.
3. Joint Account should be in a nationalized bank under the authority of the head of the study center (Principal) and the study center coordinator. Account cannot be opened in private or Co-operative bank. All financial transactions of the study center should be signed by the head of the study center and the center coordinator.
4. The name of the bank account should be as follows: **Centre Head (Kendrapramukh) / Centre Coordinator (Kendrasyojak), Study Centre of YCMOU, Arts, Science and Commerce, Chikhaldara.**
5. All transactions on the account of the study center should be independent, it should be noted that the amount on the account cannot be credited to the organizations account or remitted to the organization.
6. No additional fee other than the fee prescribed by the University as per the syllabus shall be accepted from the student. If a complaint is received in this regard, the university has the right to close the study center.
7. Remuneration of Study Center Head, Center Convener, Convener, Assistant, Peon working at Study Center by RTGS on their account.
8. Flex size of the name of the study centre board should be 4' x 8 feet installed in the façade of the college. Also another name board of 3 feet X6 feet size should be in front of the office. 18 gauge paper should be used while making the nameplate. The color of the board should be sky blue and the letters should be white. University logo should be in dark color. There should be a board in the office or on outside wall of coordinator reflecting year wise name of enrolled students for the course offered.
9. All records of the study center should be kept up-to-date cash book, ledger, study center head, coordinator, convener, assistant, trooper, and attendance sheet of students subject wise, honorarium payments, purchase register, issue register, material register stock of books according to curriculum, audit statements and all other records related to the study center. It is the responsibility of Study Center Coordinator and Accountant Assistant to keep it up to date. It is mandatory for your study center to send the audit report to the divisional center by the end of May every year.
10. At the beginning of every academic year, the study center should prepare the convocation schedule for that academic year and mail it to the departmental director of its department and also display the said schedule on the notice board.
11. To give opportunity to sports qualities of the students along with their academic development. To organize annual Gatherings. It is necessary to felicitate meritorious students, encourage students, cleanliness through labor donation, tree plantation, blood donation camp, success stories of students, guidance of outside experts, and increase participation of students in Ashwamedha and Indradhanushya programs of the university.
- 12 Efforts should be made for an ideal study center by conducting examinations in a copy-free environment from the very beginning. Not conducting contact sessions at study centers malpractice in examination. The university reserves the right to close the study center with advance notice for the reasons such as acceptance of additional fees from the student, financial regularities, and grievances appealed by student. Take note of the same.



13. It is mandatory to inform the Divisional Director of your region as well as the Director, Student Services Department about the names, Telephone numbers, emails, and mobile numbers etc. of study center heads, coordinators, teachers, assistants and peons.

14. Further approval will be given to the study centre on performance and evaluation of the study centre in the session 2022-2023. You should try to maintain the standard and quality of open education at your study center so that your study center gets a reputation as an excellent study center.

**Best wishes on behalf of the University for the Further Progress of your study center!**



Sd/-  
( Prof. Dr. Prakash Deshmukh )  
Director  
Student Service Section

Copy to:

1. Hon. Director. Faculty of Commerce and Management.
2. Hon. Director, Internal Evaluation and Quality Cell.
3. Hon. Controller of Examination.
4. Hon. Senior Educational Advisor, Division Amravati



  
PRINCIPAL  
Art, Science & Commerce  
College, Chikhaldara