School of Sciences
(Formerly School of Architecture, Science and Technology)
Yashwantrao Chavan Maharashtra Open University Nashik

Learner Support Centre (LSC) Manual and Application Form for New LSC/Renewal of Existing LSC - 2025

2025

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MESSAGE FROM THE DIRECTOR OF THE SCHOOL

Greetings to all!!!

The School of Sciences (Formerly School of Architecture, Science and Technology) was established in 1989 to provide innovative and high quality cost effective education in Sciences disciplines relevant to present needs of Society and Learners with better academic quality and student support services. This School currently, do not offer programmes from Architecture and Technology Disciplines.

Presently, this School offers Diploma, UG, PG and PhD Programmes in Science Discipline with the challenge of imparting good quality theoretical and practical education in science disciplines, namely, Physics, Chemistry, Mathematics, Statistics and Life Sciences. These programmes from Science disciplines are approved by the UGC New Delhi. **This School fully comply "UGC ODL and Online Programmes Regulations 2020".**

All the programmes of this School are designed and developed with comprehensive approach from the renowned subject experts to ensure the quality, norms and standards of the education and examinations. Self-Learning Material (SLM)/ Textbooks/ Lab Manuals, Audio-Video Lectures etc in easy to understand format is developed by the School for the learners and is made available in soft copy format from day one at our University website. This School has adopted this policy for the conservation of our global environment. Due to this policy, this School have kept lower fees for the academic programmes.

Teaching-learning for theory, practical conduction and project work, etc for the learners is held as per the UGC norms in face-to-face mode by the qualified and experienced counsellors working at the recognized Learner Support Centers; which are mainly Senior Science Colleges for the programmes from Science Discipline. Periodical Evaluation and Grading of the Study Centers/ Learner Support Centers is done by this School to ensure academic quality to impart teaching-learning to the learners by them.

Nearly 10,000 learners are enrolled for Science programmes of this School and the quality of our pass-out students is highly satisfactory with regards to the purpose of education.

Dr. Chetana Kamlaskar
Director,
School of Sciences

ACADEMIC PROGRAMMES OPEN FOR NEW LEARNER SUPPORT CENTRE AND RENEWAL OF EXISTING LSC

The **School of Sciences** offers Diploma, UG, PG and PhD Programmes in Science Discipline with the challenge of imparting good quality theoretical and practical education in science disciplines, at the HEIs mainly Senior Science Colleges as recognized Learner Support Centers [LSCs] to offer the programme in the respective subject. **This School fully comply "UGC ODL and Online Programmes Regulations 2020". Before applying all the interested HEIs shall go through the specified "Institutional Eligibility Criteria'' mentioned in this LSC Manual. Applications of the eligible HEIs as per the UGC ODL and Online Programme Regulation 2020 will be considered.**

University has opened/started "Online Learner Support Centre Recognition Process" for the following Programmes as mentioned in the Table for the **Year 2025**. Applications are invited online from the **eligible** applicant institutes/ HEIs.

SN	Level	To conduct/identify	Programme Code & Name & Student Intake
1.	Dipl	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ V137: Diploma in Statistics {2021 pattern} ❑ Student Intake: 60
2.	PG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ V151: M.Sc. (Mathematics) {2023 Pattern} ❑ Student Intake: 60
3.	PG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ V152: M.Sc. (Environmental Science) {2023 Pattern} ❑ Student Intake: 60
4.	PG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ V153: M.Sc. (Physics) {2023 Pattern} ❑ Student Intake: 60
5.	PG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ V154: M.Sc. (Chemistry) {2023 Pattern} ❑ Student Intake: 60

SN	Level	To conduct/identify	Programme Code & Name & Student Intake
6.	PG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ V155: M.Sc. (Zoology) {2023 Pattern} ❑ Student Intake: 60
7.	PG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ V156: M.Sc. (Botany) {2023 Pattern} ❑ Student Intake: 60
8.	PG	**New** ❑ Online New LSCs process **Note 1:** Subject to UGC Prog Approval **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ V157: M.Sc. (Mathematics with Computer Applications) {2025 pattern} ❑ Student Intake: 60
9.	UG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note 1:** Subject to UGC Prog Approval **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ VXX: Bachelor of Science (Honours) (Major in Physics) {2025 Pattern} ❑ Student Intake: 120
10.	UG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note 1:** Subject to UGC Prog Approval **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ VXX: Bachelor of Science (Honours) (Major in Chemistry) {2025 Pattern} ❑ Student Intake: 120
11.	UG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note 1:** Subject to UGC Prog Approval **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ VXX: Bachelor of Science (Honours) (Major in Mathematics) {2025 Pattern} ❑ Student Intake: 120
12.	UG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note 1:** Subject to UGC Prog Approval **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ VXX: Bachelor of Science (Honours) (Major in Botany) {2025 Pattern} Student Intake: 120

SN	Level	To conduct/identify	Programme Code & Name & Student Intake
13.	UG	**Renewal / New** ❑ Online Renewal Process ❑ Online New LSCs process **Note 1:** Subject to UGC Prog Approval **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ VXX: Bachelor of Science (Honours) (Major in Zoology) {2025 Pattern} ❑ Student Intake: 120
14.	UG	**New** ❑ Online New LSCs process **Note 1:** Subject to UGC Prog Approval **Note: Existing LSCs** will have to fulfill all conditions as mentioned in this LSC Manual.	❑ VXX: Bachelor of Science (Honours) (Major in Environmental Science) {2025 Pattern} ❑ Student Intake: 120

INSTITUTIONAL ELIGIBILITY CRITERIA

The **School of Sciences** offers Diploma, UG, PG and PhD Programmes in Science Discipline with the challenge of imparting good quality theoretical and practical education in science disciplines, at the HEIs mainly Senior Science Colleges as recognized Learner Support Centers [LSCs] to offer the programme in the respective subject. This School fully comply "UGC ODL and Online Programmes Regulations 2020".

Institutional Eligibility Criteria mentioned in this Table are as per the UGC ODL and Online Programme Regulation 2020.

Note: Every applicant institute need to pay following Non-refundable Recognition Fees for this LSC recognition process in online mode.

1. LSC Application Fees : Rs. 1,000/- [One time for the Year]
2. LSC Recognition Fees : Rs. 20,000/- for first programme
3. LSC Programme Fees : Rs. 10,000/- for additional programme from this School

SN	Level	Programme Code & Name & Student Intake	Institutional Eligibility Criteria	Essential Documents Required by the Learner Support Centre
1	Dipl	❑ V137: Diploma in Statistics {2021 pattern} ❑ Student Intake: 60	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode UG programme in **Statistics**	1) Permanent/ latest affiliation letters for UG **Statistics** Programme by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) Bio-data of Subject Counsellors for Theory Course – 03 (PG or M.Phil. or Ph.D. in **Statistics**) 3) Bio-data of Supervisor for Practical Course/Term Work (TW) – 01 (PG or M.Phil. or Ph.D. in **Statistics**)
2	PG	❑ V151: M.Sc. (Mathematics) {2023 pattern} ❑ Student Intake: 60	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode **M.Sc. (Mathematics/ Mathematical Sciences)** Programme, **for a period of at least 7 years.**	1) Permanent/ last 7 years affiliation letters from **A.Y. 2018-19** onwards for M.Sc. (Mathematics/ Mathematical Science) Programme by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) Bio-data of Subject Counsellors for Theory Course – 05 (PG with 2 Yrs of experience or M.Phil./ Ph.D. and not below the rank of Assistant Professor) 3) Bio-data of Supervisor for Practical Course – 03 (PG with 2 Yrs of experience or M.Phil. or Ph.D. in respective discipline and not below the rank of Assistant Professor)

SN	Level	Programme Code & Name & Student Intake	Institutional Eligibility Criteria	Essential Documents Required by the Learner Support Centre
3	PG	❑ V152: M.Sc. (Environmental Science) {2023 Pattern} ❑ Student Intake: 60	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode **M.Sc.(Environmental Science/ Botany & Chemistry/ Zoology & Chemistry/Microbiology & Chemistry/ Bio-Technology & Chemistry)** Programme, **for a period of at least 7 years**.	1) **Permanent/ last 7 years affiliation letters from A.Y. 2018-19** for **M.Sc. (Environmental Science/ Botany & Chemistry/ Zoology & Chemistry/Microbiology & Chemistry/ Bio-Technology & Chemistry)** Programme by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) Bio-data of Subject Counsellors for Theory Course – 05 (Out of 05 one counselor shall be from chemistry except MSc in Environmental Science and Agricultural Sciences programmes) (PG with 2 Yrs of experience or M.Phil./ Ph.D. and not below the rank of Assistant Professor) 3) Bio-data of Supervisor for Practical Course – 03 (PG with 2 Yrs of experience or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)
4	PG	❑ V153: M.Sc. (Physics) {2023 Pattern} ❑ Student Intake: 60	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode **M.Sc. (Physics/ Physical Sciences)** Programme**, for a period of at least 7 years.**	1) **Permanent/ last 7 years affiliation letters from A.Y. 2018-19** onwards for **M.Sc. (Physics/ Physical Sciences)** Programme by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) Bio-data of Subject Counsellors for Theory Courses – 05 (PG with 2 Yrs of experience or M.Phil./ Ph.D. and not below the rank of Assistant Professor) 3) Bio-data of Supervisor for Practical Course – 03 (PG with 2 Yrs of experience or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)
5	PG	❑ V154: M.Sc. (Chemistry) {2023 Pattern} ❑ Student Intake: 60	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode **M.Sc. (Chemistry/ Organic/ Inorganic/ Physical/ Analytical/ Bio-Chemistry)** Programme, **for a period of at least 7 years**.	1) **Permanent/ last 7 years affiliation letters from A.Y. 2018-19** onwards for **M.Sc. (Chemistry/ Organic/ Inorganic/ Physical/ Analytical/ Bio-Chemistry)** Programme by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) Bio-data of Subject Counsellors for Theory Course – 05 (PG with 2 Yrs of experience or M.Phil./ Ph.D. and not below the rank of Assistant Professor) 3) Bio-data of Supervisor for Practical Course – 03 (PG with 2 Yrs of experience or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)

SN	Level	Programme Code & Name & Student Intake	Institutional Eligibility Criteria	Essential Documents Required by the Learner Support Centre
6	PG	❑ V155: M.Sc. (Zoology) {2023 Pattern} ❑ Student Intake: 60	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode **M.Sc. (Zoology/ Genetics/ Entomology/ Microbiology/ Bio-Chemistry/ Bio-Technology/ Environmental Science)** Programme, **for a period of at least 7 years**.	1) **Permanent/ last 7 years affiliation letters from A.Y. 2018-19** onwards for **M.Sc. (Zoology/ Genetics/ Entomology/ Microbiology/ Bio-Chemistry/ Bio-Technology/ Environmental Science)** Programme by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) Bio-data of Subject Counsellors for Theory Course – 05 (PG with 2 Yrs of experience or M.Phil./ Ph.D. and not below the rank of Assistant Professor) 3) Bio-data of Supervisor for Practical Course – 03 (PG with 2 Yrs of experience or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)
7	PG	❑ V156: M.Sc. (Botany) {2023 Pattern} ❑ Student Intake: 60	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode **M.Sc. (Botany/ Microbiology /Bio-Chemistry/ Bio-Technology/ Environmental Science)** Programme, **for a period of at least 7 years**.	1) **Permanent/ last 7 years affiliation letters from A.Y. 2018-19** onwards for **M.Sc. (Botany/ Microbiology/Bio-Chemistry/Bio-Technology/ Environmental Science)** Programme by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) Bio-data of Subject Counsellors for Theory Course – 05 (PG with 2 Yrs of experience or M.Phil./ Ph.D. and not below the rank of Assistant Professor) 3) Bio-data of Supervisor for Practical Course – 03 (PG with 2 Yrs of experience or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)
8	PG	❑ V157: M.Sc. (Mathematics with Computer Applications) {2025 pattern} ❑ Student Intake: 60	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode **M.Sc. (Mathematics/ Mathematical Sciences)** Programme, **for a period of at least 7 years.**	1) Permanent/ last 7 years affiliation letters from **A.Y. 2018-19** onwards for M.Sc. (Mathematics/ Mathematical Science) Programme by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) Bio-data of Subject Counsellors for Theory Course – 04 +01* (PG with 2 Yrs of experience or M.Phil./ Ph.D. and not below the rank of Assistant Professor) 3) Bio-data of Supervisor for Practical Course – 02+01* (PG with 2 Yrs of experience or M.Phil. or Ph.D. in respective discipline and not below the rank of Assistant Professor) *PG in **Computer discipline** with 2 Yrs of experience or M.Phil./ Ph.D. in **Computer discipline** and not below the rank of Assistant Professor

SN	Level	Programme Code & Name & Student Intake	Institutional Eligibility Criteria	Essential Documents Required by the Learner Support Centre
	UG	❑ VXX: Bachelor of Science (Honours) (Major in Physics) {2025 Pattern} ❑ Student Intake: 120	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode B.Sc. programme for **Physics** discipline **for a period of at least 7 years**.	1) **Permanent/ last 7 years** affiliation letters from **A.Y. 2018-19 onwards** for B.Sc. programme for **Physics** discipline**,** by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) The distribution of Total **09 Counsellors and 04 supervisors** are as follows: **I.** Bio-data of Subject Counsellors for Theory Course – **Minimum 06** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **II.** Bio-data of Subject Counsellors for **each** Theory Course – **Minimum 01**- Environmental Education, English Communication, Modern Indian Language (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **III.** Bio-data of Supervisors for Practical/ Term work/ Project Course– **Minimum 04** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)
		❑ VXX: Bachelor of Science (Honours) (Major in Chemistry) {2025 Pattern} ❑ Student Intake: 120	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode B.Sc. programme for Chemistry discipline **for a period of at least 7 years**.	1) **Permanent/ last 7 years** affiliation letters from **A.Y. 2018-19 onwards** for B.Sc. programme for Chemistry discipline**,** by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) The distribution of Total **09 Counsellors and 04 supervisors** are as follows: **I.** Bio-data of Subject Counsellors for Theory Course – **Minimum 06** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **II.** Bio-data of Subject Counsellors for **each** Theory Course – **Minimum 01**- Environmental Education, English Communication, Modern Indian Language (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **III.** Bio-data of Supervisors for Practical/ Term work/ Project Course– **Minimum 04** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)

SN	Level	Programme Code & Name & Student Intake	Institutional Eligibility Criteria	Essential Documents Required by the Learner Support Centre
		❑ VXX: Bachelor of Science (Honours) (Major in Mathematics) {2025 Pattern} ❑ Student Intake: 120	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode B.Sc. programme for Mathematics discipline **for a period of at least 7 years**.	1) **Permanent/ last 7 years** affiliation letters from **A.Y. 2018-19 onwards** for B.Sc. programme for Mathematics discipline**,** by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) The distribution of Total **09 Counsellors and 04 supervisors** are as follows: **I.** Bio-data of Subject Counsellors for Theory Course – **Minimum 06** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **II.** Bio-data of Subject Counsellors for **each** Theory Course – **Minimum 01**- Environmental Education, English Communication, Modern Indian Language (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **III.** Bio-data of Supervisors for Practical/ Term work/ Project Course– **Minimum 04** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)
		❑ VXX: Bachelor of Science (Honours) (Major in Botany) {2025 Pattern} Student Intake: 120	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode B.Sc. programme for Botany discipline **for a period of at least 7 years**.	1) **Permanent/ last 7 years** affiliation letters from **A.Y. 2018-19 onwards** for B.Sc. programme for Botany discipline**,** by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) The distribution of Total **09 Counsellors and 04 supervisors** are as follows: **I.** Bio-data of Subject Counsellors for Theory Course – **Minimum 06** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **II.** Bio-data of Subject Counsellors for **each** Theory Course – **Minimum 01**- Environmental Education, English Communication, Modern Indian Language (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **III.** Bio-data of Supervisors for Practical/ Term work/ Project Course– **Minimum 04** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)

SN	Level	Programme Code & Name & Student Intake	Institutional Eligibility Criteria	Essential Documents Required by the Learner Support Centre
		❑ VXX: Bachelor of Science (Honours) (Major in Zoology) {2025 Pattern} ❑ Student Intake: 120	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode B.Sc. programme for Zoology subject **for a period of at least 7 years**.	1) **Permanent/ last 7 years** affiliation letters from **A.Y. 2018-19 onwards** for B.Sc. programme for Zoology discipline**,** by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) The distribution of Total **09 Counsellors and 04 supervisors** are as follows: **I.** Bio-data of Subject Counsellors for Theory Course – **Minimum 06** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **II.** Bio-data of Subject Counsellors for **each** Theory Course – **Minimum 01-** Environmental Education, English Communication, Modern Indian Language (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **III.** Bio-data of Supervisors for Practical/ Term work/ Project Course– **Minimum 04** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)
		❑ VXX: Bachelor of Science (Honours) (Major in Environmental Science) {2025 Pattern} ❑ Student Intake: 120	College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode B.Sc. **and** M.Sc. programmes for Environmental Science / Botany & Chemistry/ Zoology & Chemistry/ Microbiology & Chemistry / Bio-Technology & Chemistry for **a period of at least 7 years**. And provided well equipped science laboratory infrastructure facilities for minor disciplines (Physics/Chemistry/ Mathematics/Botany/Zoology)	1) **Permanent/ last 7 years** affiliation letters from **A.Y. 2018-19 onwards** for B.Sc. **and** M.Sc. programmes for Environmental Science/Botany & Chemistry/ Zoology & Chemistry/ Microbiology & Chemistry / Bio-Technology & Chemistry**,** by the Conventional University. College or Institution should provide documentary evidences (Affiliation and Continuation Letters from respective University) in this regard. 2) The distribution of Total **09 Counsellors and 04 supervisors** are as follows: **I.** Bio-data of Subject Counsellors for Theory Course – **Minimum 06** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **II.** Bio-data of Subject Counsellors for **each** Theory Course – **Minimum 01-** Environmental Education, English Communication, Modern Indian Language (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor) **III.** Bio-data of Supervisors for Practical/ Term work/ Project Course– **Minimum 04** (PG or M.Phil. or Ph.D. in **respective discipline** and not below the rank of Assistant Professor)

SCHEDULE FOR LEARNER SUPPORT CENTRE RECOGNITION PROCESS

All the Learner Support Centres, YCMOU Regional Centres, and SSD, please follow the schedule given here:

No.	Activity	Tentative Date
1.	Online application form submission along with uploading the necessary documents and payment of fees	On or before 22-April-2024
2.	Scrutiny by RC	Till 25-April-2024
3.	Scrutiny at School of Sciences & Student Services Division	Till 29-April-2024
4.	Approval Till	30-April-2024

For Online New/Renewal process of LSCs:

- Applicant colleges/Institutions should strictly adhere to the schedule given above. Applicant colleges/Institutions shall not be allowed a second chance in this procedure of Learner Support Centre recognition if they do not adhere to the stated timeline for whatever reason. They might reapply fresh the next time.
- Rejected applicants (College/Institution) may submit a fresh application for Learner Support Centre whenever the process for approving online new Learner Support Centre begins in the future.
- Partially/incompletely filled proposals may result in a lower score for the applicant institution in the 'Evaluation Criteria'. The applicant institution will be disqualified without further consideration if the achieved score falls below 80 (out of 100).The proposal must be carefully prepared in hard copy.
- The LSC should fill the New Form online along with uploaded documents. The online scrutiny and **online** approval process of the proposal will be done by YCMOU.
- **Necessary online LSC approvals will be given by the School, SSD and Hon'ble Vice-Chancellor.**

GUIDELINES

GUIDELINES FOR NEW APPLICANT INSTITUTIONS/EXISTING LSCS FOR RENEWAL AND REGIONAL CENTRES

1. Applicant colleges/Institutions should strictly adhere to the schedule given above.
2. Applicant colleges/Institutions shall not be allowed a second chance in this procedure of Learner Support Centre recognition if they do not adhere to the stated timeline for whatever reason. They might reapply fresh the next time.
3. Rejected applicants (College/Institution) may submit a fresh application for Learner Support Centre whenever the process for approving a new Learner Support Centre begins in the future.
4. The applicant institute should fill the Online Application Form, upload necessary documents and pay online non-refundable LSC Recognition Fees as specified in this Manual. In any case, LSC recognition fees will not be refunded by the University.
5. Online scrutiny of the proposal will be done by the University. Partially/incompletely filled proposals may result in a lower score for the applicant institution in the 'Evaluation Criteria'. The applicant institution will be disqualified without further consideration if the achieved score falls below 80 (out of 100).The applicant institute should submit print copy of the filled online application along with all relevant documents and **receipt** of the LSC non-refundable recognition fees to the respective RC.
6. LSC non-refundable recognition fees is ₹ **20,000/- per programme** if applying for Learner Support Centre and ₹ **10,000/- per programme** if applying for multiple Programmes from **this School only.**
7. A copy of the proposal file that was submitted to the respective YCMOU Regional Centre should kept by the applicant College/Institution.
8. After receiving university approval for your institution, LSC should submit a **soft copy of all Learner Support Centre staff, Course/Subject Specific Counsellors, Course/Subject Specific Supervisors, and Lab Assistants** in the format of a resume available in the Learner Support Centre Manual and Application Form on **Email: director.ast@ycmou.ac.in** to "**Dr. Chetana Kamlaskar, Director**, School of Sciences, YCMOU, Nashik – 422 222, MH, India".
9. Email ID of YCMOU Regional Director. As applicable to your institution as per the district of your institution.
    1. **rd_amravati@ycmou.digitaluniversity.ac**
    2. **rd_aurangabad@ycmou.digitaluniversity.ac**
    3. **rd_mumbai@ycmou.digitaluniversity.ac**
    4. **rd_nagpur@ycmou.digitaluniversity.ac**
    5. **rd_nashik@ycmou.digitaluniversity.ac**
    6. **rd_pune@ycmou.digitaluniversity.ac**
    7. **rd_kolhapur@ycmou.digitaluniversity.ac**
    8. **rd_nanded@ycmou.digitaluniversity.ac**
10. **Necessary online LSC approvals will be given by the School, SSD and Hon'ble Vice-Chancellor.**

ONLINE APPLICATION FORM FOR THE NEW LEARNER SUPPORT CENTRE AND RENEWAL OF EXISTING LSC

PART I: COVERING LETTER FORMAT

Duly signed Letter on official letterhead of the applicant institution / college, as per the prescribed format given in 'Appendix I', must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Part I: Covering Letter Format'.

PART II: INFORMATION ABOUT INSTITUTION

Type your institution's information at appropriate spaces below.

1. Basic Information

1. Name of the College/Institution	
Note: Name of applicant college/institute shall be same as mentioned in the affiliation letter by your affiliated University	
2. Name of the Society/Trust	
3. Postal Address City/Town: Postal Code:	
4. Phone (include Country and Area Code separated by -)	
6. Email / Website	
7. Management Type	This College/Institution is owned and managed by the ❑ Government, ❑ Private
8. Institution Type	This College/Institution is❑Science College ❑ Other
9. Available Free Timings	Available free time at this College/Institution is ❑ Morning 7-11 Hrs, ❑ Evening 17-21 Hrs ❑ Morning 7-11 Hrs and Evening 17-21 Hrs, ❑ Full Time
10. Internet Access Availability	Broadband Internet access is available on LAN at this Institution❑ Yes, ❑ No
11. Details of Present Affiliation / Recognition by other University/UGC	

2. LSC Application and Recognition Fee Details

Application Ref:		Date:	
LSC Recognition Fee: Rs. 20,000/- per programme from this School. Transaction No:	Name of Nationalized Bank:	Date:	
Rs. 10,000/- per additional programme from this school Transaction No:	Name of Nationalized Bank:	Date:	

3. Institution's Quality and Approval Information

Other University Affiliation Details:			
Name of University affiliated to:		Date:	
Name of applicant college/institute on affiliation letter:		Date:	
Names of programmes having affiliation for (Mention programme name and approved for intake capacity):	Name of Programme: Intake capacity approved for:	Date:	
First affiliation date for respective programme:		Date:	
Past years details (**Latest 7 years**) for approved Programmes with intake From **2018-19** and onwards	Name of Programme: Intake capacity approved for:	Date:	
Government Registration:	(Society / Trust / Company / Other)	Date:	
NAAC Quality Rating/ Grade: Cycle I/ II/ III:		Date:	
ISO Certificate Details:		Date:	

4. Past YCMOU Association

1. Institution was YCMOU Learner Support Centre?	❑ Yes, ❑ No
2. If yes, a) Learner Support Centre Code: b) From Year: c) YCMOU Programmes on offer:	

5. Application Details

1	Learner Support Centre Applied for: You must **submit separate application** for **each** Programme. Hence, please select **only one** Programme from this table. & Specify 'Student In-Take Capacity' Applied for:	**SN**	**Level**	**Science Programmes**	**LSC Applied for(tick the applicable option)**
		1.	Dipl	❑ V137: Diploma in Statistics {2021 pattern} ❑ Student Intake: 60	❑ Online New LSCs process ❑ Online Renewal Process
		2.	PG	❑ V151: M.Sc. (Mathematics) {2023 Pattern} ❑ Student Intake: 60	❑ Online New LSCs process ❑ Online Renewal Process
		3.	PG	❑ V152: M.Sc. (Environmental Science) {2023 Pattern} ❑ Student Intake: 60	❑ Online New LSCs process ❑ Online Renewal Process
		4.	PG	❑ V153: M.Sc. (Physics) {2023 Pattern} ❑ Student Intake: 60	❑ Online New LSCs process ❑ Online Renewal Process
		5.	PG	❑ V154: M.Sc. (Chemistry) {2023 Pattern} ❑ Student Intake: 60	❑ Online New LSCs process ❑ Online Renewal Process
		6.	PG	❑ V155: M.Sc. (Zoology) {2023 Pattern} ❑ Student Intake: 60	❑ Online New LSCs process ❑ Online Renewal Process
		7.	PG	❑ V156: M.Sc. (Botany) {2023 Pattern} ❑ Student Intake: 60	❑ Online New LSCs process ❑ Online Renewal Process
		8.	PG	❑ V157: M.Sc. (Mathematics with Computer Applications) {2025 pattern} ❑ Student Intake: 60	❑ Online New LSCs process
		9.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Physics) {2025 Pattern} ❑ Student Intake: 120	❑ Online New LSCs process ❑ Online Renewal Process
		10.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Chemistry) {2025 Pattern} ❑ Student Intake: 120	❑ Online New LSCs process ❑ Online Renewal Process
		11.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Mathematics) {2025 Pattern} ❑ Student Intake: 120	❑ Online New LSCs process ❑ Online Renewal Process
		12.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Botany) {2025 Pattern} ❑ Student Intake: 120	❑ Online New LSCs process ❑ Online Renewal Process
		13.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Zoology) {2025 Pattern} ❑ Student Intake: 120	❑ Online New LSCs process ❑ Online Renewal Process
		14.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Environmental Science) {2025 Pattern} ❑ Student Intake: 120	❑ Online New LSCs process

6. 'Learner Support Centre Head' Contact Information

(Preferably **Principal** of the institution)

Description	College/Institution	Residence
Name		
Postal Address City/Town: Postal Code:		
Phone (include Country and Area Code separated by -)		
Mobile		
Email		
Qualification		

7. Programme Coordinator Contact Information

(Qualifications can be from **respective** discipline and not below the rank of Assistant Professor)

Description	College/Institution	Residence
Name		
Postal Address City/Town: Postal Code:		
Phone (include Country and Area Code separated by -)		
Mobile		
Email		
Qualification		

8. Human Resource Details

SN	Post (Full Time regular Basis)	Name	Highest Qualification	Total Experience (Teaching + Professional)
A. Administrative Staff				
1	Learner Support Centre Head			
2	Programme Coordinator			
3	Clerk			
4	Attendant			

B. Academic Counselor and Supervisor

Please provide here brief details of each expert (who qualify to work as a counselor and supervisor with specified qualifications / experience and willing to contribute as a counselor and supervisor. Resume (in the prescribed format as given in **Appendix II**) which is duly signed by the each expert and the Principal, must be scanned, appropriately cropped and inserted in "Resume in Prescribed Format" section of this document in the same order.

Please refer **School of Sciences** Prospectus available at the website http://www.ycmou.ac.in or http://ycmou.digitaluniversity.ac under the head "Prospectus 2025-2026" of Admission tab to fill accurate ***Semester No and Course Codes** of the **Programmes on offer**.

In this format, Learner Support Centre has to provide details of Counselors for all the courses (Theory /Project type of courses) and supervisors (Practical type of courses) of the Programme for which Learner Support Centre Application for New is submitted.

Criteria for Approval of Academic Counselor/Supervisor for Teaching, Development of Self Instructional Material, Evaluation and Examination related activities are:

Normally, educational qualification of the Counselor/Expert/Supervisor shall be from the respective discipline of the academic programme.

- **For Diploma/ Post Graduate Diploma Programme:** PG or M.Phil. or Ph.D. in resp. **discipline**
- **For UG Programme: PG or M.Phil./Ph.D** in **respective discipline** and not below the rank of Assistant Professor**.**
- **For PG Programme: PG with 2 year's teaching/ research/ industrial experience or M.Phil / Ph.D. like higher qualification** in **respective discipline** and not below the rank of Assistant Professor.

Number of counselors, with specified qualifications and experience : Recommended 1 (One) for each Course (Subject) at each semester

Programme Code and Name:

SN	Name	Qualifications	Experience Teaching/Industry	Email &Mobile	For *Semester No and Course Code(s)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					

PART III: INFRASTRUCTURE CHECK LIST

Type 'Status or Quantity' of each item about your institution, in the second column.

SN	Description	Status or Quantity (To Be filled by Applicant College/Institute)	Learner Support Centre Inspection Committee Report
	1.1 Basic Infrastructure: Building		
1	Rooms for counseling sessions, with enough 1. Windows for proper ventilation and natural light, 2. Electric Lights and Fans, 3. Black or White Board and 4. Proper furniture for seating and writing	Yes / No	Yes / No
2	Drinking water arrangement with water filter	Yes / No	Yes / No
3	Toilet for boys	Yes / No	Yes / No
4	Toilet for girls	Yes / No	Yes / No
5	Notice Board	Yes / No	Yes / No
6	Room for Office	Yes / No	Yes / No
7	**Learner Support Centre (LSC) Name Board (30 x 48 inches size)**	Yes / No	Yes / No
8	**LSC Staff Contact Information Board (30 x 48 inches size)**	Yes / No	Yes / No
	1.2 Basic Infrastructure: Computing		
1	Minimum 1 GBPS LAN of **total 08 computers**	Yes / No	Yes / No
	1.3 Basic Infrastructure: Communication		
1	**Internet Access**: Broadband Internet Access or WiFi system etc, of Minimum 2 Mbps or higher speed.	Yes / No	Yes / No

2.1 Academic Infrastructure: Laboratory			
1	Lab with enough 1. Windows for proper ventilation and natural light, Electric Lights and Fans, Black or White Board and 2. All the required equipment, instruments, consumables, proper furniture for performing all the specified Lab activities for each course Complete **list of all Lab activities** for each course in an academic programme can be found in its 'Syllabus', which is also available for free download at university website. As per the activities, required lab facilities shall be set-up by the Learner Support Centre		
2.2 Academic Infrastructure: Library			
1	Minimum Number of sets of all specified books, reference books and journals for each course (subject) in Library		
3.1 Human Resource: Academic Counsellor/Supervisor			
1	Number of counselors, with specified qualifications and experience: Recommended 1 (One) for each Course (Subject) at each semester not below the rank of Assistant Professor		
2	Number of Supervisors per Practical Course : Recommended 1 (One) for each Course (Subject) at each semester not below the rank of Assistant Professor.		
3	Number of Lab Assistants : Minimum 1 (one) Lab Assistant for each Project / practical type of course (subject).		
3.2 Human Resource: Administrative			
1	Learner Support Centre Head (LSCH)		
2	Programme Coordinator (PC)		
3	Clerk		
4	Lab Assistant		
5	Attendant		
4. Document's Verification Check List			
4.1 Scanned copies of attested photocopies of following documents must be inserted at appropriate places.			
4.2 **Original copies of the following documents must be available in the proposal file in the given sequence only.**			
1	Resolution of the Society/Trust duly signed by concerned authorities		
2	Memorandum of undertaking duly signed by concerned authorities		
3	Government Registration of the Institution under Societies Registration Act 1860 or Public Trust Act 1950 or Government body or Company Act etc		
4	Permanent / Last 7 years Affiliation letters of the applicant Institution from **AY 2018-19** onwards for respective programmes by the conventional university.		
5	Quality Rating of the Institution by the **NAAC**/ISO etc		
6	The '7/12 Extract for the land' **or** 'Lease' for the Institutional Premises		
7	*Resume in the prescribed format along with attested photocopies of all supporting documents for LSC Head, PC and counselors, supervisors, lab assistant for each subject*		

DIGITAL COLOR PHOTOGRAPHS

DIGITAL COLOR PHOTOGRAPHS OF REQUIRED INFRASTRUCTURE

Following Digital Color photographs shall be inserted

Insert compressed digital color photo for each of the following in jpeg format of 600 (W) x 450 (H) pixels.

1. Campus	**2. Building**
3. Cabin for LSC Head	**4. Cabin for LSC Programme Coordinator**
5. Classroom 1	**6. Classroom 2**
7. Laboratory 1	**8. Laboratory 2**
9. Library	**10. IT Infrastructure**
11. Drinking Water Facility	**12. Proposed Office Room**
13. External View of Toilet (Gents)	**14. External View of Toilet (Ladies)**
15. Proposed Location for Notice Board	**16. Proposed Location for Learner Support Centre Name Board**
17. Proposed Location for LSC Staff Contact Information Board	

DIGITAL COLOR PHOTOGRAPHS OF COMPUTING AND COMMUNICATION INFRASTRUCTURE:

Following Digital Color photographs shall be inserted

Insert compressed digital color photo for each of the following in jpeg format of 600 (W) x 450 (H) pixels.

1. Computer Lab	**2. Server**
3. Printer and Scanner	**4. Modem or router for Broadband Internet Access**

DIGITAL COLOR PHOTOGRAPHS OF HUMAN RESOURCE: ACADEMIC COUNSELOR AND SUPERVISOR

Insert here compressed digital color photo in jpeg format of 120 (W) x 160 (H) pixels in Specified Resume

Insert digital color Photo Name of Counselor 01	Insert digital color Photo Name of Counselor 02	Insert digital color Photo Name of Counselor 03	Insert digital color Photo Name of Counselor 04
Insert digital color Photo Name of Counselor 05	Insert digital color Photo Name of Counselor 06	Insert digital color Photo Name of Counselor 07	Insert digital color Photo Name of Counselor 08
Insert digital color Photo Name of Counselor 09	Insert digital color Photo Name of Counselor 10	Insert digital color Photo Name of Counselor 11	Insert digital color Photo Name of Counselor 12
Insert digital color Photo Name of Supervisor1	Insert digital color Photo Name of Supervisor 2	Insert digital color Photo Name of Supervisor 3	Insert digital color Photo Name of Supervisor 4

DIGITAL COLOR PHOTOGRAPHS OF HUMAN RESOURCE: ADMINISTRATIVE STAFF

Insert compressed digital color photo in jpeg format of 120 (W) x 160 (H) pixels in Specified Resume

Insert digital color Photo Name of LSCH	Insert digital color Photo Name of LSCPC	Insert digital color Photo Name of Clerk	Insert digital color Photo Lab Assistant
Insert digital color Photo Name of Attendant			

COPIES OF SPECIFIED DOCUMENTS

RESOLUTION OF THE SOCIETY/TRUST

Duly signed 'Resolution of the Society/Trust' on official letterhead of the Society/Trust, as per the prescribed format given in 'Appendix III', must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Resolution of the Society/Trust'.

MEMORANDUM OF UNDERTAKING (MOU)

Duly signed 'Memorandum of Undertaking' on ₹100/- stamp paper, as per the prescribed format given in 'Appendix IV', must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Memorandum of Undertaking (MOU)'.

LSC RECOGNITION FEE FOR NEW LSCS/ RENEWAL OF EXISTING LSCS

Note:

'Online receipt of the paid LSC Recognition Fee for 'New LSC / RENEWAL of LSC' shall be submitted to YCMOU Regional Center along with the print copy of the 'filled online LSC Application.'

GOVERNMENT REGISTRATION

Duly signed 'Government Registration' letter (under society / trust / Company / other) for the applicant institution must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Government Registration'.

AFFILIATION AND/ OR APPROVAL BY OTHER UNIVERSITY (OTHER THAN A PRIVATE UNIVERSITY)/ UGC

Duly signed Letter for the 'Affiliation and/ or Approval by Other University (Other than a private university)' (if applicable) for the applicant institution must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Recognition and Approval by Other University (Other than a Private University)'.

QUALITY RATINGS

Duly signed Letter for the 'Quality Ratings' (like ISO / **NAAC**) for the applicant institution must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading 'Quality Ratings'.

‘7/12 EXTRACT’ OR ‘LEASE AGREEMENT’ FOR INSTITUTIONAL PREMISES

‘7/12 Extract’ **or** ‘Lease Agreement’ for Institutional Premises’ or ‘Other Agreement’ for the applicant institution must be scanned, appropriately cropped and inserted here in appropriate single page size, in place of this sentence, immediately after above heading ‘7/12 Extract’ or ‘Lease Agreement’ for Institutional Premises’.

COUNSELING SESSION TIME-TABLE

Each Learner Support Centre can schedule counseling sessions for the specified hours during each semester as per the local constraints. Learner Support Centre is free to plan any number of sessions on any day. Following abbreviations are used:

1. **CC**: Course Code
2. **TN**: Counselor's Name/ Supervisor's Name
3. **Room**: Room's Unique Identification Number

SEMESTERS 01/ 03/05/07

Day	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Mon	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Tue	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Wed	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Thu	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Fri	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Sat	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Sun	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:

SEMESTERS 02/04/06/08

Day	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Mon	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Tue	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Wed	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Thu	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Fri	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Sat	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:
Sun	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:	CC: From: Hrs - Hrs TN: Room:

RESUME IN PRESCRIBED FORMAT

LEARNER SUPPORT CENTRE HEAD

Duly filled (in own handwriting) and signed Resume of 'Learner Support Centre Head' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Learner Support Centre Head' and 'Second Page' on the next following page.

LEARNER SUPPORT CENTRE PROGRAMME COORDINATOR

Duly filled (in own handwriting) and signed Resume of 'Programme Coordinator' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Programme Coordinator' and 'Second Page' on the next following page.

COUNSELOR 01

Duly filled (in own handwriting) and signed Resume of 'Counselor 01' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 01' and 'Second Page' on the next following page.

COUNSELOR 02

Duly filled (in own handwriting) and signed Resume of 'Counselor 02' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 02' and 'Second Page' on the next following page.

COUNSELOR 03

Duly filled (in own handwriting) and signed Resume of 'Counselor 03' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 03' and 'Second Page' on the next following page.

COUNSELOR 04

Duly filled (in own handwriting) and signed Resume of 'Counselor 04' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 04' and 'Second Page' on the next following page.

COUNSELOR 05

Duly filled (in own handwriting) and signed Resume of 'Counselor 05' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 05' and 'Second Page' on the next following page.

COUNSELOR 06

Duly filled (in own handwriting) and signed Resume of 'Counselor 05' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Counselor 05' and 'Second Page' on the next following page.

SUPERVISOR 01

Duly filled (in own handwriting) and signed Resume of 'Supervisor 01' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Supervisor 01' and 'Second Page' on the next following page.

SUPERVISOR 02

Duly filled (in own handwriting) and signed Resume of 'Supervisor 02' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Supervisor 02' and 'Second Page' on the next following page.

SUPERVISOR 03

Duly filled (in own handwriting) and signed Resume of 'Supervisor 03' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Supervisor 03' and 'Second Page' on the next following page.

SUPERVISOR 04

Duly filled (in own handwriting) and signed Resume of 'Supervisor 04' forwarded through 'Learner Support Centre Head' along with his/her Signature, as per the prescribed format given in 'Appendix II', must be scanned, appropriately cropped and inserted here in appropriate single page size, 'First page' in place of this sentence, immediately after above heading 'Supervisor 04' and 'Second Page' on the next following page.

APPENDIX I: COVERING LETTER FORMAT

*Following letter must be on official letterhead of the concerned college/Institution to be addressed to the **School of Sciences** of YCMOU.*

To,

The Regional Director,
Regional Centre: _____
Yashwantrao Chavan Maharashtra Open University

Subject: Application for the New Learner Support Centre
(LSC Code: _____) of 'Yashwantrao Chavan Maharashtra Open University' for academic programme: ----------

If eligible, you can apply for more than one Programme
You must submit **separate** application for **each** Programme.

Sir,

This college/Institution is interested in establishing a Learner Support Centre of 'Yashwantrao Chavan Maharashtra Open University (YCMOU)' for the following academic programme.

- ❑ Programme Code:
- ❑ Programme Name:
- ❑ Student Intake: 60/ 120

Scanned copies of attested photocopies of all specified documents, are inserted in this word document, in the specified order.

We have read all the information about these programmes, given in the Prospectus and Syllabus. We agree to abide by the rules and regulations of the University for these Programmes, prescribed and revised from time to time. We hereby undertake to extend full cooperation and support for the smooth conduct of these academic programmes (including Teaching-Learning, Examination, Assessment and Evaluation), as per the approved rules of the university. We agree that all legal disputes regarding Learner Support Centre and enrolled students shall be subject to Nashik jurisdiction only.

I request the University Authorities to consider our application sympathetically and grant us a Learner Support Centre for above tick marked academic programme.

Thanking you and hope for early favorable replay.

Yours sincerely

(Principal/Head)
Sign with Stamp

APPENDIX II: PRESCRIBED FORMAT FOR RESUME OF EACH PROPOSED STAFF

ज्ञानगंगा घरोघरी

RESUME FORMAT TO CONTRIBUTE AS AN COUNSELOR/ SUPERVISOR/EXPERT AT
SCHOOL OF SCIENCES,
YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK – 422 222, MAHARASHTRA, INDIA

For Office Use Only

PC	Approved for Course Codes	Duration	SC Resolution
	Approved and Certified by Regional Director		

Note

1. **Regional Directors are authorized to certify and approve subject/course wise counsellors/Supervisors and experts as per the following criteria mentioned in8.B. Academic Counsellor/Supervisors at Page 14.**

Criteria for Approval of Academic Counselor for Teaching, Development of Self Instructional Material, Evaluation and Examination related activities are:

Normally, educational qualification of the counselor/expert shall be from the respective discipline of the academic programme.

- ❑ **For Diploma/ Post Graduate Diploma Programme:** PG or M.Phil. or Ph.D. in resp. **discipline**
- ❑ **For UG Programme: PG or M.Phil./Ph.D.** in **respective discipline** and not below the rank of Assistant Professor**.**
- ❑ **For PG Programme: PG with 2 year's teaching/ research/ industrial experience or M.Phil. / Ph.D. like higher qualification** in **respective discipline** and not below the rank of Assistant Professor.

2. **Regional Directors shall provide approval letters to respective Counsellors/ Supervisors/experts of Learner Support Centre**
3. **Regional Directors shall submit approved course/ subject wise list of counsellors / Supervisors/experts on email to the following –**
   1. Director, School of Sciences
   2. Director, Evaluation and
   3. Director, SSD

Counselor/Expert/Supervisor Resume

(A) Personal Information

Name	First Name	Middle Name	Last Name	Affix here your stamp size color photograph
Date of Birth	Day	Month	Year	
Sex	❑ Male ❑ Female			
Languages Known	❑ English ❑ Marathi ❑ Hindi ❑ Other (Please specify):			Sign

(B) Contact Information

Description	College / Institution / Learner Support Centre	Residence
Postal Address		
City/Town:		
Postal Code:		
Phone (include Country &Area Code separated by -)		

Mobile		
Email		

(C) Educational Qualifications

Description	Doctoral	Post-Graduate	Graduate	Diploma
Degree/Diploma				
Discipline/ PG Specialization				
Board/University				
Year				
Percentage				

(D) Experience Details

D1. Total Experience: _____ years

D2. Academic Experience: _____ years

D3. Industrial or Professional Experience: _____ years

D4. Have you contributed for YCMOU jobs in past? ❑ Yes, ❑ No

D5. Job History

Description	Present Job	Previous Job 1	Previous Job 2	Previous Job 3
Designation				
Organization				
Appointment Date				
Leaving Date				

(E) Select all those Jobs, where you wish to contribute

Development	**Operation**	**Examination**
Video Programme for Swayam prabha and Swayam, NPTEL Platform etc: ❑ Subject Expert ❑ Moodle / IT Expert **Audio Lectures on Yashwani:** ❑ Subject Expert **Self-Learning Material - Book or Workbook:** ❑ Writer ❑ Content Editor ❑ Language Editor ❑ Translator	**Coordination** ❑ Learner Support Centre Head ❑ Programme Coordinator **Counseling** ❑ Counselor(Theory Course) ❑ Supervisor(Practical Course)	**Question Bank** ❑ Item Writer ❑ Content Editor ❑ Language Editor **Paper Setting** ❑ Theory Paper Setter **End Exam Coordination** ❑ Exam Centre Head **Theory End Exam Conduct** ❑ Sr External Supervisor ❑ Sr Internal Supervisor **End Exam Conduct for Activity courses** ❑ External Examiner ❑ Internal Examiner **Central Assessment Programme** ❑ Moderator ❑ Examiner

(F) List all those Courses, which you are teaching from last 5 years and for which you wish to contribute:

SN	**Name of the Course (Subject)**	**SN**	**Name of the Course (Subject)**
01		06	
02		07	
03		08	
04		09	
05		10	

(A) Declaration and Signatures

I declare that above information is true to best of my knowledge. Attested photocopies of relevant documents are attached herewith.	Forwarded through me for further necessary favorable considerations
Signature of Applicant with Date	**Principal's Signature**

APPENDIX III: FORMAT FOR RESOLUTION OF THE SOCIETY/TRUST

It is resolved unanimously in the meeting of the Governing body of

_____

_____held on _____ under the Chairmanship of Shri _____ that the Learner Support Centre of Yashwantrao Chavan Maharashtra Open University, Nashik be established in

_____

College / Institute / Foundation / Trust.

If the University permits the College/Institute/Foundation/Trust to establish the centre, we undertake to provide all the necessary academic and infrastructural facilities and cooperate for the smooth and efficient functioning of the Learner Support Centre. We shall extend full cooperation and support for the smooth conduct of these academic programmes (including Teaching-Learning, Examination, Assessment and Evaluation), as per the approved rules of the university. We shall abide by the rules and regulations of the Yashwantrao Chavan Maharashtra Open University, Nashik prescribed and revised from time to time.

If the Learner Support Centre is closed down for any reason, equipments, furniture, books and other material, which is supplied by the University, shall be returned back to the University. We shall have no objection if the University ceases the services of Counselors, Coordinator and Office Staff appointed at the Learner Support Centre.

Proposed by _____

Seconded by _____

(Seal of the Institution)	Signature with Date (Name:) Secretary Institution/Foundation/Trust	Signature with Date (Name:) Chairman/President Institution/Foundation/Trust

APPENDIX IV: FORMAT FOR MEMORANDUM OF UNDERTAKING

(To be submitted duly filled in by the Management on ₹100 stamp paper.)

We,

Name			
Designation	Chairman / President	Secretary	Principal / Director
Name of Society or Institution			

Have been given to understand about the various programmes of YCMOU, Nashik

We shall offer the services of our institute for establishing of the Learner Support Centre of YCMOU for _____ Programme.

1. We hereby agree to spare the accommodation, equipment, tools and other infrastructural facilities for implementation of the programme as prescribed by YCMOU.

2. We hereby agree to insure security of equipment provided by YCMOU.

3. We here by agree to provide willing faculty members of our institute to work as Programme Coordinator, Counselors or other any other designation, as may be prescribed YCMOU.

4. We hereby agree to make available necessary training materials, consume electricity and water facilities to the students undergoing training programmes of the university.

5. We hereby agree to implement the programmes of YCMOU sincerely with due dignity, quality and maintain the high standard of educational values as prescribed by YCMOU.

6. We also agree to maintain all records in respect of the programmes and submit the same to the university authorities as and when asked for.

7. We hereby agree to return all furniture, equipment, books and any other material which the University will provide us, if and when the Learner Support Centre is closed for any reason. We shall also have no objection if the University ceases the services of Counselors, Coordinator and office staff appointed at the Learner Support Centre.

8. We shall extend full cooperation and support for the smooth conduct of these academic programmes (including Teaching-Learning, Examination, Assessment and Evaluation), as per the approved rules of the university.

9. We agree that all legal disputes regarding Learner Support Centre and enrolled students shall be subject to Nashik jurisdiction only.

We put below our signature in token of agreement of above terms for implementing the educational programmes of YCMOU.

(Seal of the Institution)	Signature with Date (Name:) Principal/Head Institution/Foundation/Trust
Signature with Date (Name:) Secretary Institution/Foundation/Trust	Signature with Date (Name:) Secretary Institution/Foundation/Trust

Signed and accepted on behalf of Yashwantrao Chavan Maharashtra Open University, Nashik.

(Seal of the University)	Signature with Date (Name:) Registrar, Yashwantrao Chavan Maharashtra Open University, Nashik

APPENDIX V: INFRASTRUCTURE REQUIREMENTS

SN	Description	Dip/ UG/ PG
	1.1 Basic Infrastructure: Building	
1	Rooms for counseling sessions, with enough 1. Windows for proper ventilation and natural light, 2. Electric Lights and Fans, 3. Black or White Board and 4. Proper furniture for seating and writing	2 classrooms each for 60 students capacity
2	Drinking water arrangement with water filter	1
3	Toilet for boys	1
4	Toilet for girls	1
5	Notice Board	1
6	Room for Office	1
7	**Learner Support Centre (LSC) Name Board (30 x 48 inches size)**	1
8	**LSC Staff Contact Information Board (30 x 48 inches size)**	1
	1.2 Basic Infrastructure: Computing	
1	Minimum 1 GBPS LAN of **total 08 computers**	1
	1.3 Basic Infrastructure: Communication	
1	**Internet Access**: Broadband Internet Access or WiFi system etc, of Minimum 2 Mbps or higher speed.	1
	2.1 Academic Infrastructure: Laboratory	
1	Lab with enough 1. Windows for proper ventilation and natural light, Electric Lights and Fans, Black or White Board and 2. All the required equipment, instruments, consumables, proper furniture for performing all the specified Lab activities for each course Complete **list of all Lab activities** for each course in an academic programme can be found in its 'Syllabus', which is also available for free download at university website. As per the activities, required lab facilities shall be set-up by the Learner Support Centre	2 Labs for respective Practical Course for a batch of 30 students
	2.2 Academic Infrastructure: Library	
1	Minimum Number of sets of all specified books, reference books and journals for each course (subject) in Library	Minimum 20% of the sanctioned Student In-Take Capacity
	3.1 Human Resource: Academic Counselor	
1	Number of counselors, with specified qualifications and experience: Recommended 1 (One) for each Course (Subject) at each semester not below the rank of Assistant Professor	[As per Institutional Eligibility Criteria Table given on Page No. 3]
2	Number of Supervisors per Practical Course : Recommended 1 (One) for each Course (Subject) at each semester not below the rank of Assistant Professor.	[As per Institutional Eligibility Criteria Table given on Page No. 3]
3	Number of Lab Assistants : Minimum 1 (one) Lab Assistant for each Project / practical type of course (subject).	1
	3.2 Human Resource: Administrative	
1	Learner Support Centre Head (SCH)	1
2	Programme Coordinator (PC)	1

SN	Description	Dip/ UG/ PG
3	Clerk	1
4	Lab Assistant	1
5	Attendant	1
4. Document's Verification Check List		
4.1 Scanned copies of attested photocopies of following documents must be inserted at appropriate places.		
4.2 Original copies of the following documents must be available during the inspection visit.		
1	Resolution of the Society/Trust duly signed by concerned authorities	Essential Document
2	Memorandum of undertaking duly signed by concerned authorities	Essential Document
3	Government Registration of the Institution under Societies Registration Act 1860 or Public Trust Act 1950 or Government body or Company Act etc	Essential Document
4	Permanent / Last 7 years Affiliation letters of the applicant Institution from **AY 2018-19** onwards for respective programmes by the conventional university.	Essential Document
5	Quality Rating of the Institution by the **NAAC**/ISO etc	Essential Document
6	The '7/12 Extract for the land' **or** 'Lease' for the Institutional Premises	Essential Document
7	*Resume in the prescribed format along with attested photocopies of all supporting documents for LSC Head, PC and counselors, supervisors, lab assistant for each subject*	Essential Document

APPENDIX VI: RECOMMENDED HONORARIUM RATES

Following **recommended rates** are applicable for academic faculty members / experts.

Clock Hour Rates in ₹ for each clock hour		
For "Theory" type Courses	**Counsellor**	500
For "Activity / Practical /Term-Work/ "Project-Work" type Courses	**Supervisor**	250

Honorarium Rates for each Semester	Learner Support Center Head	Programme Coordinator	Clerk	Lab Assistant	Attendant
For Administrative Staff at Learner Support Center, in Indian ₹	2,000	6,000	1,600	1600	1,400

Approved Other Recommended Distribution from LSC Fees -

Description of Heads/ Activities	Semester /Year wise Amount in Indian ₹
Contingencies expenses required for RC meetings for LSC staff	100/- per student per year
Special guest lectures/ talks on relevant and latest topic, field visits- Minimum 01 activity in a semester	150/- per student per year
Career guidance and placement services	50/- per student per year
Laboratory Consumable & Maintenance Expenses	600/- per student per year
LSC Development and Maintenance Fund	300/- per student per year

APPENDIX VII: REQUIRED COUNSELLING SESSIONS

Following table indicate **minimum** number of face-to-face counseling sessions which must be arranged for **each** course during **each** semester.

Level	Programmes	For each Theory Type of Course (Subject) of 4 Credits Duration of each counseling session shall be 01 Clock Hour	For each Activity Type of Course (Subject) of 4 Credits Duration of each session shall be 02 Clock Hour
Dip	T101: Diploma in Essential Skills (DES) {Learn & Earn 2019 Pattern}	12	08 Hrs of "On Job Training" per day for all working days during **each** Semester
	V137:Diploma In Statistics {2021 Pattern}	12	12
UG	VXX: Bachelor of Science (Honours) (Major in Physics) {2025 Pattern}	12	12
	VXX: Bachelor of Science (Honours) (Major in Chemistry) {2025 Pattern}	12	12
	VXX: Bachelor of Science (Honours) (Major in Mathematics) {2025 Pattern}	12	12
	VXX: Bachelor of Science (Honours) (Major in Botany) {2025 Pattern}	12	12
	VXX: Bachelor of Science (Honours) (Major in Zoology) {2025 Pattern}	12	12
	VXX: Bachelor of Science (Honours) (Major in Environmental Science) {2025 Pattern}	12	12
PG	V151: M.Sc.(Mathematics) {2023 Pattern}	12	12
	V152: M.Sc.(Environmental Science) {2023 Pattern}	12	12

	V153: M.Sc. (Physics) {2023 Pattern}	12	12
	V154: M.Sc. (Chemistry) {2023 Pattern}	12	12
	V155: M.Sc. (Zoology) {2023 Pattern}	12	12
	V156: M.Sc. (Botany) {2023 Pattern}	12	12
	V157: M.Sc. (Mathematics with Computer Applications) {2025 pattern}	12	12

APPENDIX VIII: LEARNER SUPPORT CENTRE RECOGNITION RENEWAL POLICY

For renewal of the Learner Support Centre recognition, after 03 academic years from first recognition, following policies shall be applicable:

1. Learner Support Centre shall apply for **the renewal before six (06) months on or before in the month of January from the last date of academic year** of Learner Support Centre Approval.
2. Applicant institution must comply with **all essential common requirements** which are specified in "**Appendix V**" of this document for Learner Support Centre recognition for any academic programmes on offer from the School of Sciences.
    a. If applicant institute do not comply with any one of these essential condition, then Learner Support Centre recognition renewal shall be denied.
3. Applicant institution must comply with **all essential additional requirements, if specified by the University for the Respective Academic Programme** for Learner Support Centre recognition for the respective academic programmes on offer from the School of Sciences.
    a. If applicant institute do not comply with any one of these essential additional condition (if specified by the University for the Respective Academic Programme), then Learner Support Centre recognition renewal may be denied.
4. For renewal of the Learner Support Centre recognition, following **additional criteria** may be evaluated. Minimum score of "**80 or more" is required** for applicant institute to qualify for the renewal of the Learner Support Centre recognition, after 03 academic years from first recognition.
5. **After due deliberation, the recognition may be renewed for a further period of 03 academic years.**

SN	Description	Best	Better	Average	Bad	Worst	Not Acceptable
1	If ratio of "Cumulative student enrollment during last 03 academic years" to "Cumulative sanctioned Student In-Take during last 03 academic years" is	90–100% Then 25 Marks	80–89.99% Then 20 Marks	70 – 79.99 % Then 15 Marks	60 – 69.99% Then 10 Marks	50 – 59.99% Then 5 Marks	0 – 49.99% Then 0 Marks
2	When end exam was scheduled at the applicant institute, if number of Exam Misconduct incidences during last 03 academic years is	0 Then 25 Marks	1 Then 20 Marks	2 Then 15 Marks	3 Then 10 Marks	4 Then 5 Marks	5 or more Then 0 Marks
3	If number of students complaints, received at University, regarding the applicant institute during last 03 academic years is	0 Then 25 Marks	1 Then 20 Marks	2 Then 15 Marks	3 Then 10 Marks	4 Then 5 Marks	5 or more Then 0 Marks
4	If total number of incidences of participation of any counselor at the applicant institute in any one or more from following activities during last 03 academic years is Exam Conduct Question Paper Setting Answer Book Evaluation Question-Bank Development Learning Resource Development	5 or more Then 25 Marks	4 Then 20 Marks	3 Then 15 Marks	2 Then 10 Marks	1 Then 5 Marks	0 Then 0 Marks

APPENDIX IX: FORMAT FOR LEARNER SUPPORT CENTRE EVALUATION AND GRADING

Evaluation and Grading Format for New Learner Support Centre / Renewal of Existing Learner Support Centre For Year 2025

[Note: Tick on the Programme Code for which you have applied for Recognition of New LSC/Renewal of Existing LSC]

1. **Assessment Points mentioned in last column of this Table is to be filled by –**

LSC: Applicant institution/Learner Support Centre (LSC)

Scrutiny Committee: to be done and filled by the Scrutiny Committee of the respective Regional Centre

Name of Regional Center																		
Name of Applicant Institution																		
Address of Applicant Institution with Pin code																		
Discipline	**Essential Requirements**														**Max Points**	**Assessment Points to be filled by**		
Programme Code	**V137**	**VXX**	**VXX**	**VXX**	**VXX**	**VXX**	**VXX**	**V151**	**V152**	**V153**	**V154**	**V155**	**V156**	**V157**		**LSC**	**Scrutiny Committee**	**Inspection Committee**
In-take Capacity	60	120	120	120	120	120	120	60	60	60	60	60	60	60				
Basic Infrastructure															18			
CS Rooms with Furniture, Light, Fans & enough seating capacity	1	3	3	3	3	3	3	2	2	2	2	2	2	2	2			
Drinking Water Facility	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Toilet for Boys	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Toilet for Girls	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Notice Board	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Learner Support Centre (LSC) Office Room	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4			

LSC Name Board	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
LSC Staff Contact Board	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Computing Infrastructure															5			
1 GBPS LAN of minimum 08 Computer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	5			
Communication Infrastructure															5			
Broadband Internet access on LAN	1	1	1	1	1	1	1	1	1	1	1	1	1	1	5			
Academic Infrastructure															12			
Laboratories	1	2	2	2	2	2	2	2	2	2	2	2	2	2	10			
Library	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Human Resource															25			
Min. no of Qualified and Experienced Counsellors including Programme Coordinator from resp/ allied discipline/ subjects ***Minimum 01 counsellor for each course of** Environmental Education, English Communication, Modern Indian Language	3	6+3*	6+3*	6+3*	6+3*	6+3*	6+3*	5	5	5	5	5	5	5	14			
Min no of Qualified and Experienced Supervisor	1	4	4	4	4	4	4	3	3	3	3	3	3	3	4			
Discipline	**Essential Requirements**														**Max Points**	**Assessment Points to be filled by**		
Programme Code	V137	VXX	VXX	VXX	VXX	VXX	VXX	V151	V152	V153	V154	V155	V156	V157		**LSC**	**Scrutiny Committee**	**Inspection Committee**
In-take Capacity	60	120	120	120	120	120	120	60	60	60	60	60	60	60				
Min. Laboratory Assistant	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
Learner Support Centre Head	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			

Programme Coordinator	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Clerk	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
Attendant	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
Document Scan Copies															35			
Resolution of Society or Trust	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Memorandum of Undertaking on Rs 100 Stamp Paper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Registration under Government Act	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Last 7 years of Approval by recognized affiliated University	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4			
NAAC Quality Rating	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3			
Proof of Land Building Ownership / Lease	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2			
Resume (in prescribed format) of each counsellor	3	6+3*	6+3*	6+3*	6+3*	6+3*	6+3*	5	5	5	5	5	5	5	14			
Resume (in prescribed format) of each Supervisor	1	4	4	4	4	4	4	3	3	3	3	3	3	3	4			
Resume (in prescribed format) of each Lab Assistant	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
Covering Letter on official letterhead	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
														Total Points	**100**			
														Minimum Required	**80**	**80**	**80**	**80**
														Learner Support Centre Grade	**NA**	**NA**	**NA**	

To be filled by Scrutiny Committee Members at respective Regional Centre, YCMOU

[Note: Tick any one option]

1. **Recommended for Inspection if total points is between 80 to 100, Prog. Code _____ &student intake 60 / 120 / ____**
2. **Not Recommended for Inspection if total points is below 80**
3. **Rejected for scrutiny if applicant institute do not fulfill mandatory 7 years duration affiliation conditionby the recognized university**
4. **Rejected for any other reason**

Details of Scrutiny Committee at the respective Regional Centre

SN	Name	Designation	Signature with Date
1		Regional Director / Senior Academic Consultant	
2			
3			
4			

Learner Support Centre Grading Criteria for the Inspection Committee

SN	Evaluation Criteria	Grade	Remarks
1.	Below 80 Points	NA	Learner Support Centre Rejected
2.	80 Points	C	Average - Needs Improvement - Learner Support Centre be given
3.	81 to 90 Points	B	Good - Learner Support Centre be given
4.	91 to 100 Points	A	Very Good - Learner Support Centre be given

APPENDIX X: FORMAT FOR LEARNER SUPPORT CENTRE INSPECTION REPORT

Learner Support Centre Inspection Report for New LSC Application

1. Inspection Quick Info:

Institution Name:			
Institution Address with Pincode:			
Programme Name:			
Inspection Day & Date:		Time:	

2. LSC Application and Recognition Fee Details(to be filled by Regional Centre):

Application Ref: ❑ New		Date:	
LSC Recognition Fee Transaction No:		Date:	
University Receipt No:		Date:	

3. Institution's Quality and Approval Info:

Other University/ UGC Affiliation Details:		Date:	
Government Registration:	(Society / Trust / Company / Other)	Date:	
NAAC Quality Rating/ Grade:		Date:	
ISO Certificate Details:		Date:	
Quality Assessment by LSC **Inspection Committee**	Good / Average / Poor		

4. Past Experience Report:

1. Institution was YCMOU LSC?	Yes / No, IF Yes, mention YCMOU LSC (or SC)Code:
2. YCMOU's past experience Rating:	Good / Average / Poor

5. Remarks of 'Learner Support Centre Committee' after Inspection:

5.1 Maximum 'Student In-Take Capacity', for which infrastructure is adequate: 60 / 120 / ___

5.2 Infrastructure Observations:

SN	Infrastructure Description	Infrastructure Adequacy & Quality Check List		
1	Basic Infrastructure: Building	Adequate?	❑ Yes	❑ No
2	Basic Infrastructure: Computing	Adequate?	❑ Yes	❑ No
		Internet Access on LAN?	❑ Yes	❑ No
3	Basic Infrastructure: Communication	Adequate?	❑ Yes	❑ No
5	Academic Infrastructure: Laboratories	Adequate?	❑ Yes	❑ No
6	Academic Infrastructure: Library [Publications/Journals/e-Journals/Newsletters/ Reference Books of respective discipline]	Adequate?	❑ Yes	❑ No
7	Human Resource: Academic	With proper qualifications and experience?	❑ Yes	❑ No
		Capable of using web and ELearning tools?	❑ Yes	❑ No
		Adequate Number?	❑ Yes	❑ No

8	Human Resource: Administrative	Adequate?	❑ Yes	❑ No
9	Verification of Required Documents	Adequate Documents?	❑ Yes	❑ No

5.4 Scrutiny Committee Recommendations (to be filled by Scrutiny Committee at respective Regional Centre)
Recommended for Inspection if total points is between 80 to 100 Prog. Code _____ & student intake 60 /120 / ____

5.5 Final Inspection Recommendations:

❑ No

Learner Support Centre Recognition should not be given to this Institution.

❑ Yes

Learner Support Centre Recognition should be given to this Institution as per following details:

SN	Description	Recommendation
1	Learner Support Centre Recommended for programme	See table below
2	Recommended Maximum 'Student In-Take Capacity'	See table below
3	Confirmation from **Subject Expert** related to Laboratory(ies) and available Faculties	Sufficient for recommended 'Student In-Take Capacity'

SN	Level	Science Programmes
1.	Dip	❑ V137: Diploma in Statistics {2021 Pattern}
2.	PG	❑ V151: M.Sc. Mathematics {2023 Pattern}
3.	PG	❑ V152: M.Sc. Environmental Science {2023 Pattern}
4.	PG	❑ V153: M.Sc. Physics {2023 Pattern}
5.	PG	❑ V154: M.Sc. Chemistry {2023 Pattern}
6.	PG	❑ V155: M.Sc. Zoology {2023 Pattern}
7.	PG	❑ V156: M.Sc. Botany {2023 Pattern}
8.	PG	❑ V157: M.Sc. (Mathematics with Computer Applications) {2025 pattern}
9.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Physics) {2025 Pattern}
10.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Chemistry) {2025 Pattern}
11.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Mathematics) {2025 Pattern}
12.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Botany) {2025 Pattern}
13.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Zoology) {2025 Pattern}
14.	UG	❑ VXX: Bachelor of Science (Honours) (Major in Environmental Science) {2025 Pattern}

❑ **V137**: 60	❑ VXX: 120
❑ **V151**: 60	❑ VXX: 120
❑ **V152**: 60	❑ VXX: 120
❑ **V153:** 60	❑ VXX: 120
❑ **V154:** 60	❑ VXX: 120
❑ **V155:** 60	❑ VXX: 120
❑ **V156:** 60	
❑ **V157:** 60	

5.3 Other Remarks of Inspection:

Learner Support Centre Recognition may be confirmed only after receipt of attested photocopy of all specified documents and following additional documents:

_ _ _ _

(LSC/SC - Head, Coordinator, Counsellors, Supervisors, Lab Assistant & other staff)

SN	Full Name	Designation / Role	Signature with Date
1.		Head	
2.		Coordinator	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

7. Signature of Learner Support Centre Inspection Committee Members with Date:

SN	Name	Role	Signature with Date
1		Director, School of Sciences or his nominee	
2		Director, Student Services Division or his nominee	
3		Respective Regional Director or his nominee	
4		External Expert from the respective discipline	
5		Administrative Staff member from Respective Regional Centre	

Yashwantrao Chavan Maharashtra Open University, Nashik

To,
Dr. Prakash Deshmukh,
Director, Student Services Division,
YCMOU, Nashik.

Subject: Summarized Report of new applicant institutions for New Learner Support Centres for the various programmes offered by School of Sciences only…

Name of the Regional Centre: _____

SN	Details of the applicant institution/ LSC	Evaluation Score and Grade obtained after Inspection	Proposed Head	Proposed Coordinator	Prog Code	Prog.Name	Approved Maximum Student Intake Capacity	Approval Period	Inspection Date	Recommendations of Inspection Committee (with reasons)	Remarks of Director, School of Sciences	Remarks of Director, Student Services Division	LSC Code
1	**Name:** **Address with Pincode:** **Phone:** **E-mail:**	**Points: ___ ,** **Grade: ___**	**Name:** **Mobile No.** **E-mail**:	**Name:** **Mobile No.** **E-mail**:				3 years (1-June-2025 to 31-May-2028)					
2	**Name:** **Address with Pincode:** **Phone:** **E-mail:**	**Points: ___ ,** **Grade: ___**	**Name:** **Mobile No.** **E-mail**:	**Name:** **Mobile No.** **E-mail**:				3 years (1-June-2025 to 31-May-2028)					

Enclosed: Photocopy/scanned copy of Inspection Committee Report.

Full Name of Regional Director: _____Signature of Regional Director: _____ Stamp/Seal of Regional Centre

Dr. Chetana Kamlaskar,
Director, School of Sciences

Dr. Prakash Deshmukh,
Director, Student Services Division

Approved / Non-Approved

Hon. Vice Chancellor

Yashwantrao Chavan Maharashtra Open University, Nashik

To,
Dr. Prakash Deshmukh,
Director,
Student Services Division, YCMOU, Nashik.

Subject: Summarized Report of rejected new applicants for New Learner Support Centres for the programmes offered by School of Sciences only…

Name of the Regional Centre: _____

Sr. No.	Details of the LSC/SC	Evaluation Score and Grade obtained after Inspection	Proposed Head	Proposed Coordinator	Prog. Code	Prog. Name	Regional Director Remarks (with reasons)	Inspection Date	Recommendations of Inspection Committee (with reasons)	Remarks of Director, School of Sciences	Remarks of Director, Student Services Division
1)	**Name:** **Address with Pincode:** **Phone:** **E-mail:**	**Points: ___ ,** **Grade: NA**	**Name:** **Mobile No.** **E-mail**:	**Name:** **Mobile No.** **E-mail**:							
2)	**Name:** **Address with Pincode:** **Phone:** **E-mail:**	**Points: ___ ,** **Grade: NA**	**Name:** **Mobile No.** **E-mail**:	**Name:** **Mobile No.** **E-mail**:							

Enclosed: Photocopy/scanned copy of Inspection Committee Report.

Full Name of Regional Director: _____Signature of Regional Director: _____ Stamp/Seal of Regional Centre

Dr. Chetana Kamlaskar,
Director, School of Sciences

Dr. Prakash Deshmukh,
Director, Student Services Division

Approved / Non-Approved

Hon. Vice Chancellor

Yashwantrao Chavan Maharashtra Open University, Nashik

To,
Dr. Prakash Deshmukh,
Director,
Student Services Division, YCMOU, Nashik.

Subject: Summarized Report for renewal of existing Learner Support Centres for the programmes offered by School of Sciences only…

Name of the Regional Centre: _____

Sr. No.	Details of the LSC/SC	LSC Code	Evaluation Score and Grade obtained after Inspection	Proposed Head	Proposed Coordinator	Prog. Code	Prog. Name	Maximum Student Intake Capacity	Approval Period	Inspection Date	Recommendations of Inspection Committee (with reasons)	Remarks of Director, School of Sciences	Remarks of Director, Student Services Division
1)	**Name:** **Address with Pincode:** **Phone:** **E-mail:**		**Points:** ___ , **Grade:** ___	**Name:** **Mobile No.** **E-mail**:	**Name:** **Mobile No.** **E-mail**:				3 years (1-June-2025 to 31-May-2028)	NA	NA		
2)	**Name:** **Address with Pincode:** **Phone:** **E-mail:**		**Points:** ___ , **Grade:** ___	**Name:** **Mobile No.** **E-mail**:	**Name:** **Mobile No.** **E-mail**:				3 years (1-June-2025 to 31-May-2028)	NA	NA		

Enclosed: Photocopy/scanned copy of Inspection Committee Report.(Not Applicable for this year)

Full Name of Regional Director: _____Signature of Regional Director: _____ Stamp/Seal of Regional Centre

Dr. Chetana Kamlaskar,
Director, School of Sciences

Dr. Prakash Deshmukh,
Director, Student Services Division

Approved / Non-Approved

Hon. Vice Chancellor

Yashwantrao Chavan Maharashtra Open University, Nashik

To,
Dr. Prakash Deshmukh,
Director,
Student Services Division, YCMOU, Nashik.

Subject: Summarized Report of rejected renewal of existing Learner Support Centres for the programmes offered by School of Sciences only…

Name of the Regional Centre: _____

Sr. No.	Details of the LSC/SC	LSC Code	Evaluation Score and Grade obtained after Inspection	Proposed Head	Proposed Coordinator	Prog. Code	Prog. Name	Regional Director Remarks (with reasons)	Inspection Date	Recommendations of Inspection Committee (with reasons)	Remarks of Director, School of Sciences	Remarks of Director, Student Services Division
1)	**Name:** **Address with Pincode:** **Phone:** **E-mail:**		**Points: ___ , Grade: NA**	**Name:** **Mobile No.** **E-mail**:	**Name:** **Mobile No.** **E-mail**:				NA	NA		
2)	**Name:** **Address with Pincode:** **Phone:** **E-mail:**		**Points: ___ , Grade: NA**	**Name:** **Mobile No.** **E-mail**:	**Name:** **Mobile No.** **E-mail**:				NA	NA		

Enclosed: Photocopy/scanned copy of Inspection Committee Report. (Not Applicable for this year)

Full Name of Regional Director: _____Signature of Regional Director: _____ Stamp /Seal of Regional Centre

Dr. Chetana Kamlaskar,
Director, School of Sciences

Dr. Prakash Deshmukh,
Director, Student Services Division

Approved / Non-Approved

Hon. Vice Chancellor