

# Prospectus 2017-18



DR. BABASAHEB AMBEDKAR  
**OPEN UNIVERSITY**

(Established by Government of Gujarat)

ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી  
**યુનિવર્સિટી ગીત**

**જ્યોતિર્મય**



સ્વાધ્યાયઃ પરમં તપઃ સ્વાધ્યાયઃ પરમં તપઃ  
સ્વાધ્યાયઃ પરમં તપઃ

શિક્ષણ, સંસ્કૃતિ, સદ્ભાવ, દિવ્યબોધનું ધામ  
ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી નામ;  
સૌને સૌની પાંખ મળે, ને સૌને સૌનું આભ,  
દશે દિશામાં સ્મિત વહે હો દશે દિશે શુભ-લાભ.

અભણ રહી અજ્ઞાનના શાને, અંધકારને પીવો ?  
કહે બુદ્ધ આંબેડકર કહે, તું થા તારો દીવો;  
શારદીય અજવાળા પહોંચ્યાં ગુર્જર ગામે ગામ  
ધ્રુવ તારકની જેમ ઝળહળે એકલવ્યની શાન.

સરસ્વતીના મયૂર તમારે ફળિયે આવી ગહેકે  
અંધકારને હડસેલીને ઉજાસના ફૂલ મહેકે;  
બંધન નહીં કો સ્થાન સમયના જવું ન ઘરથી દૂર  
ઘર આવી મા હરે શારદા દૈવ્ય તિમિરના પૂર.

સંસ્કારોની સુગંધ મહેકે, મન મંદિરને ધામે  
સુખની ટપાલ પહોંચે સૌને પોતાને સરનામે;  
સમાજ કેરે દરિયે હાંકી શિક્ષણ કેરું વહાણ,  
આવો કરીયે આપણ સૌ ભવ્ય રાષ્ટ્ર નિર્માણ ...  
દિવ્ય રાષ્ટ્ર નિર્માણ... ભવ્ય રાષ્ટ્ર નિર્માણ...

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## MESSAGE FROM VICE CHANCELLOR

Dear Student,

Greetings from Dr. Babasaheb Ambedkar Open University.

It gives me an immense pleasure in penning this message from the desk of the Vice Chancellor for the prospectus of the university. Our honourable Prime Minister Shri Narendra Modi says, "21st Century is the century of knowledge. Knowledge, Science and Education will have the power and strength to embrace the entire universe."

Education has played a vital role in the growth of our nation. But it was felt that to make education reach to the lower strata of people was difficult. So the idea of distance education came in to existence. Distance education enhanced the opportunities in the field of higher education and made it accessible for all. Dr. Babasaheb Ambedkar Open University has emerged as a pioneer university with a motto of 'Education for All'. The university provides open and distance learning experience to the students seeking degree, diploma and certificate courses. Qualitative Counselling sessions at the study centers duly backed up by student support system facilitate the university to cater to the needs of our dear students. The university has made an arrangement to make reach material of the students at their doorstep. The course content is prepared and developed by the subject experts across the nation to provide proper guidance to the students.

Dr. Babasaheb Ambedkar Open University wishes the collaboration with the entire nation and the society at large and reach to the doorstep of the aspiring students in every nook and corner of the state. Quality, Flexibility, Accessibility and Accountability are the pillars of strength for Dr. Babasaheb Ambedkar Open University.

I welcome and wish the prospective students best of wishes in the endeavours and future career prospects. I also welcome you all to join hands in creating an excellent environment and support for the seekers of knowledge.

**DR. PANKAJ L. JANI**

Vice-Chancellor

## Genesis of Distance Education

The development and acceptance of “Distance Education” both in the developed and developing countries is growing fast. The reason behind such an acceptance is its flexible approach and user-friendly technique of education that can provide a viable alternative for everyone who needs to pursue education further to expand his horizons of knowledge, to sharpen his existing knowledge, to upgrade his knowledge, skills and training and thereby, making learning fulfilling experience.

Distance Education seeks to provide a new orientation to educational processes. It assumes premises about the nature of learning that are vastly different from that of the traditional system of education. The unique features of distance education are its contact sessions and the preparation of assignments. These contact sessions keep the learner constantly in touch with the counselors and the assignments enable them to correct the flaws in their learning and to reorient themselves. This clearly shows that distance education does not exist in vacuum. It is in fact, an outcome of certain socio-historical compulsions and technology growth.

## Why BAOU For Distance Education ?

Babasaheb Ambedkar Open University is established by the Government of Gujarat in 1994. University is also recognised by the University Grants Commission (UGC) and is a member of Association of Indian Universities (AIU).

BAOU is recognised by Distance Education Council (DEC). BAOU offers 58 courses ranging from certificate to post graduate level covering diverse disciplines like Education, Social Sciences, Humanities, Information Technology and Commerce and Management. The programs are made accessible through 220 University authorised study centres across the state. The University has a cumulative enrolment of more than 3,00,000 learners.

BAOU was established as per the ordinance No 5/1994 of Gujarat Government published in extra ordinary gazette on 13th April, 1994. Afterwards this ordinance was given the form of an Act which is known as Act No.14 of 1994 passed by Gujarat State legislature.

## University Objectives

- To advance and disseminate learning and knowledge by a diversity of means, including use of any communication technology
- To provide opportunities of higher education to a large segment of the population
- To promote generally the educational well-being of the community
- To encourage the Open University and Distance Education system in the education pattern of the state



## Target Groups and Important Features of the University

Keeping in view the University objectives, the persons of all the classes and masses; who are deprived of education due to their social, educational, geographical and professional circumstances, are included in the target groups of this university.

**Especially these groups are as follows:**

- People engaged in different services, business or agriculture
- People belonging to Scheduled Tribes, Schedule Caste, Nomadic Tribes and Socially Educationally Backward Class
- Person deprived of higher education in young age and aspiring to improve their qualifications
- Persons deprived of admission in conventional universities of the state
- Working people who wish to improve their professional skills
- Prisoners

**Important Features of The University**

- Functioning throughout the State of Gujarat
- Flexibility of Place, Pace and Time for Study
- Student Support Services and State Wide Network
- Use of Modern Education and Communication Technologies
- Provide equal education to people living in rural and remote areas
- Facility of Counselling through live "phone in radio counselling" and "satellite open and distance learning"
- For self study qualitative self learning material
- Development of qualitative audio and visual educational material by "state of art" Chaitanya Studio. Broadcasting these materials with the help of internet via "Swadhyay Radio" and "Swadhyay Television", one can use these educational materials and information by the means of mobile, tablet, laptop or desktop at any time and at any place.

## Letter for Approval & Recognition for Open University Programmes

- According to Letter no EV/II(499)/94/176915-177115, dated 14/1/1994 of Association of Indian Universities, New Delhi. The Degree given by the Open University shall be considered by the other Universities.
- In the Publication of Government of India, dated 1/3/1995, all the academic degree offered by Open University are valid.
- According to Letter no F.1.52/2000 (CPP-II), dated 5.12.2004 of University Grants Commission, New Delhi, the degrees offered by Open Universities are recognised.

## The School of Studies

- School of Commerce & Management
- School of Humanities & Social Sciences
- School of Computer Science
- School of Education, Distance Education & Education Technology

## GUIDELINES & ELIGIBILITY FOR BAOU PROFESSIONAL PROGRAMMES

SR. NO.	NAME OF PROGRAMMES	CODE	DURATION	ELIGIBILITY
• • • DIPLOMA PROGRAMMES • • •				
1	Diploma in Business Administration	DBA	1 Year / 2 Semesters	12th Std or It's equivalent  10th Std + ITI (2 or more Years) + NCVT / GCVT + GSHEB / GOSE 12th English Exam  10th + 3 Years Diploma (Polytechnic)
2	Diploma in Computer Application	DCA	1 Year / 2 Semesters	
• • • BACHELOR PROGRAMMES • • •				
1	Bachelor in Business Administration	BBA	3 Year / 6 Semesters	
2	BBA in Hotel & Tourism Management	BBAHT	3 Years	
3	BBA in Insurance & Banking	BBAIB	3 Years	
4	BBA in Air Travel Management	BBAAT	3 Years	
5	Bachelor in Computer Application	BCA	3 Year / 6 Semesters	
6	BCA ( Design-Animation / Graphics /UI-UX)	BCADES	3 Years	
• • • POST GRADUATE DIPLOMA PROGRAMMES • • •				
1	Post Graduate Diploma in Business Administration	PGDBA	1 Year / 2 Semesters	Graduate (Any Stream)
2	Post Graduate Diploma in Finance	PGDF	1 Year / 2 Semesters	Graduate (Any Stream)
3	Post Graduate Diploma in Marketing	PGDM	1 Year / 2 Semesters	Graduate (Any Stream)
4	Post Graduate Diploma in Human Resource	PGDHR	1 Year / 2 Semesters	Graduate (Any Stream)

## DBA DIPLOMA IN BUSINESS ADMINISTRATION

FEES : 4000/- Per Semester

DURATION : 1 Year/2 Semesters

The primary objective of the Diploma in Business Administration is to increase and enrich the knowledge acquired while pursuing programme. The course is designed for Business Administration personnel, Self-employee and Person who want to improve their skills.

This diploma is aimed at helping those who wish to equip themselves with comprehensive management knowledge to deal effectively with the rapidly changing business environment. It offers a unique opportunity for students to enhance their understanding of the "whole enterprise" in its competitive situation.

### ELIGIBILITY

(ENTRY POINT)

12th Std or It's equivalent  
10th Std + ITI (2 or more Years)  
+ NCVT / GCVT  
+ GSHEB / GOSE  
12th English Exam  
10th + 3 Years  
Diploma (Polytechnic)

### MOBILITY

(EXIT POINT)

Diploma in Business Administration Will be awarded after successful completion of First and Second Semester.

**Total Credit Points : 32**

### FIRST SEMESTER

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
DBA - 101	Principles of Management	4	--
DBA - 102	Basics of Accounting	4	--
DBA - 103	Business Communication Skill	4	--
DBA - 104	Fundamental of Human Skills	4	--
		16	--

### SECOND SEMESTER

DBA - 201	Indian Business Environment	4	--
DBA - 202	Secretarial Practice & Office Procedure	4	--
DBA - 203	Computer Application	2	2
DBA - 204	Organisational Behavior	4	--
		14	2



## DCA DIPLOMA IN COMPUTER APPLICATION

FEES : 7000/- Per Semester

DURATION : 1 Year/2 Semesters

Diploma in Computer Applications (DCA) has been designed for meeting the demand of the growing needs of experts in the fields of computers, internet, operating systems, office automation, programming language, hardware maintenance, web design etc. This programme helps learners acquire required skills in Computer Application, Programming, Web Designing, Database etc.

### ELIGIBILITY

(ENTRY POINT)

12th Std or It's equivalent  
10th Std + ITI (2 or more Years)  
+ NCVT / GCVT  
+ GSHEB / GOSE  
12th English Exam  
10th + 3 Years  
Diploma (Polytechnic)

### MOBILITY

(EXIT POINT)

Diploma in Computer Application will be awarded after successful completion of First & Second Semester.

**Total Credit Points : 40**

### FIRST SEMESTER

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
DCA - 101	Fundamentals of Computer & Information Technology	4	--
DCA - 102	Operating System and Software Installation	4	--
DCA - 103	Fundamental of Programming using 'C' language	2	2
DCA - 104	Introduction to Internet Technologies and HTML	2	2
DCA - 105	Introduction to Computer Application (Office Suite)	4	--
		16	4

### SECOND SEMESTER

DCA - 201	Data Structure Using C	4	--
DCA - 202	Database Management System	2	2
DCA - 203	Digital Electronics and Computer Organisation	4	--
DCA - 204	Object Oriented Concepts & Programming - I (Core Java)	2	2
DCA - 205	Project work	--	4
		12	8



## BBA BACHELOR IN BUSINESS ADMINISTRATION

FEES : 4000/- Per Semester

DURATION : 3 Years/6 Semesters

This programme aims at explaining the business environment in which public as well as private sectors operate. It helps learners to develop their decision making ability in real time business situation. The successful completion of the course leads the management graduates to get core knowledge of various fields such as management principles, process and concepts. These are building blocks for working in different type of organizations in diverse business conditions.

### ELIGIBILITY

(ENTRY POINT)

12th Std or It's equivalent  
10th Std + ITI (2 or more Years)  
+ NCVT / GCVT  
+ GSHEB / GOSE  
12th English Exam  
10th + 3 Years  
Diploma (Polytechnic)

### MOBILITY

(EXIT POINT)

Diploma in Business  
Administration Will be  
awarded after  
successful completion  
of First and Second  
Semester.

### FIRST YEAR - FIRST SEMESTER

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BBA - 101	Principles of Management	4	--
BBA - 102	Basics of Accounting	4	--
BBA - 103	Business Communication Skill	4	--
BBA - 104	Fundamental of Human Skills	4	--
		16	--

### SECOND SEMESTER

BBA - 201	Indian Business Environment	4	--
BBA - 202	Secretarial Practice & Office Procedure	4	--
BBA - 203	Computer Application	2	2
BBA - 204	Organisational Behavior	4	--
		14	2



**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed 10+2 with one year Diploma in Business Administration from a Recognised University is eligible for the direct admission in the Third Semester.

**MOBILITY**

(EXIT POINT)

Advance Diploma in Business Administration will be awarded after successful completion of First, Second, Third & Fourth Semester.

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed Advance Diploma in Business Administration from a Recognised University is eligible for the direct admission in the Fifth Semester.

**MOBILITY**

(EXIT POINT)

Bachelor in Business Administration will be awarded after successful completion of First, Second, Third, Fourth Fifth & Sixth Semester.

**Total Credit Points : 96**

**SECOND YEAR - THIRD SEMESTER**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BBA - 301	Business Economic	4	--
BBA - 302	Business and Industrial Laws	4	--
BBA - 303	Management & Information System	4	--
BBA - 304	Basic of Research Methods	4	--
		16	--

**FOURTH SEMESTER**

BBA - 401	Marketing Management	4	--
BBA - 402	Financial Management	4	--
BBA - 403	Human Resource Management	4	--
BBA - 404	Production & Operation Management	4	--
		16	--

**THIRD YEAR - FIFTH SEMESTER**

BBA - 501	Taxation	4	--
BBA - 502	Management Accounting	4	--
BBA - 503	Human Resource Development	4	--
BBA - 504	Project Work (Research Methods and Literature Review)	--	4
		12	4

**SIXTH SEMESTER**

BBA - 601	Retail Banking	4	--
BBA - 602	Entrepreneurship Development	4	--
BBA - 603	Corporate Governance & Business Ethics	4	--
BBA - 604	Project Work (Analysis & Report Writing)	--	4
		12	4





## BBAHT BBA IN HOTEL AND TOURISM MANAGEMENT

FEES : 22000/- Per Year

DURATION : 3 Years

The objective of the programme is to further develop students' knowledge, understanding and practical skills within revenue generating outlets of the hotel and tourism industry and provide a solid grounding in the financial and operational considerations necessary for their successful management. It gives them a transversal approach of all the different sectors in Tourism, and the opportunity to acquire specialist expertise in a given field.

### ELIGIBILITY

(ENTRY POINT)

12th Std or It's equivalent  
10th Std + ITI (2 or more Years)  
+ NCVT / GCVT  
+ GSHEB / GOSE  
12th English Exam  
10th + 3 Years  
Diploma (Polytechnic)

### MOBILITY

(EXIT POINT)

Diploma in Hotel & Tourism Management will be awarded after successful completion of First Year.

FIRST YEAR			
SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BBAHT - 101	Principles of Management	4	--
BBAHT - 102	Introduction to Hospitality Management	4	--
BBAHT - 103	Principles and Practices of Tourism	4	--
BBAHT - 104	Introduction to Accounting & Book Keeping	4	--
BBAHT - 105	Basics of Food Production	4	--
BBAHT - 106	Introduction to Front Office Management	4	--
BBAHT - 107	Communication Skills	4	--
BBAHT - 108	Practicals (Food Production & Front Office)	-	4
		28	4

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed 10+2 with one year Diploma in Hotel & Tourism Management from a Recognised University is eligible for the direct admission in the Second Year.

**MOBILITY**

(EXIT POINT)

Advance Diploma in Hotel & Tourism Management will be awarded after successful completion of First Year and Second Year.

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed Advance Diploma in Hotel / Tourism Management from a Recognised University is eligible for direct admission in the Third Year.

**MOBILITY**

(EXIT POINT)

BBA in Hotel & Tourism Management will be awarded after successful completion of 1st, 2nd and 3rd year.

**Total Credit Points : 98**

**SECOND YEAR**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BBAHT - 201	Housekeeping & Accommodation Operation	4	--
BBAHT - 202	Food Production Techniques	4	--
BBAHT - 203	Marketing Management	4	--
BBAHT - 204	Food & Beverage Services	4	--
BBAHT - 205	Laws related to Tourism Business	4	--
BBAHT - 206	Travel Agency & Tour Operations	4	--
BBAHT - 207	Practicals (Food Production & Housekeeping)	--	4
BBAHT - 208	Industrial Training	--	4
		24	8

**THIRD YEAR**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BBAHT - 301	Food & Beverages Management	4	--
BBAHT - 302	Sales Management	4	--
BBAHT - 303	Banquet Management	4	--
BBAHT - 304	Advance House Keeping	4	--
BBAHT - 305	Human Resource Management	4	--
BBAHT - 306	Services Marketing	4	--
BBAHT - 307	French	4	--
BBAHT - 308	Practicals (Food and Beverage Management, Banquet Management, Advance Housekeeping)	-	6
		28	6



## BBAAT BBA IN AIR TRAVEL MANAGEMENT

FEES : 15000/- Per Year

DURATION : 3 Years

Air Travel Management is about managing a company's strategic approach to travel (travel policy), the negotiations with all vendors, day-to-day operation of the corporate travel program, traveler safety & security, credit-card management and T&E data management. While agencies provide the day-to-day travel services to corporate clients, they are the implementing arm of what the corporation has negotiated and put forth in policy. In other words CTM decides on the class of service that employees are allowed to fly, negotiate corporate fares/rates with airlines and hotels as well as set forth the use of the corporate credit card. The agency on the other hand makes the actual reservation within the parameters given by the corporation. This course is designed for students wishing to pursue a career in the travel & tourism industry, as well as those wishing to familiarize themselves with Passenger Service, Travel Agencies, Airline Offices, etc.

### ELIGIBILITY

(ENTRY POINT)

12th Std or It's equivalent

10th Std + ITI (2 or more Years)

+ NCVT / GCVT

+ GSHEB / GOSE

12th English Exam

10th + 3 Years

Diploma (Polytechnic)

### MOBILITY

(EXIT POINT)

Diploma in Air Hostess  
and Cabin Crew will  
be awarded only after  
successful completion  
of First Year.

### FIRST YEAR

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BBAAT - 101	Introduction to Hospitality Management	4	-
BBAAT - 102	Communication Management	2	-
BBAAT - 103	Principles of Management	4	-
BBAAT - 104	Geography of Tourism - I	4	-
BBAAT - 105	Basics of Account	2	-
BBAAT - 106	Flight Catering	2	2
BBAAT - 107	Business Economics	4	-
BBAAT - 108	Air Hostess and Cabin Crew Management	4	-
BBAAT - 109	Computer Reservation System Ticketing	4	-
BBAAT - 110	Computer Application	2	2
		32	4



**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed 10+2 with one year Diploma in Air Hostess & Cabin Crew from a Recognised University is eligible for the direct admission in the Second Year

**MOBILITY**

(EXIT POINT)

Advanced Diploma in Air Travel Management will be awarded after successful completion of First and Second Year.

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed Advance Diploma related to Air Travel / Aviation / Airlines Management from a recognised University is eligible for direct admission in the Third Year

**MOBILITY**

(EXIT POINT)

BBA in Air Travel Management will be awarded after successful completion of First, Second & Third Year.

**Total Credit Points : 102****SECOND YEAR**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BBAAT - 201	Tourism Product and Services – 1	4	-
BBAAT - 202	Aviation Security	2	-
BBAAT - 203	Front Office Management	2	-
BBAAT - 204	Tourism Development	2	-
BBAAT - 205	Geography of Tourism – II	4	-
BBAAT - 206	Organizational Behavior	4	-
BBAAT - 207	Accommodation Leisure Management	4	-
BBAAT - 208	Foreign Language	2	-
BBAAT - 209	Air Cargo Management	4	-
BBAAT - 210	Flight Operation Management	4	-
BBAAT - 211	Introduction to Catering	2	-
		34	-

**THIRD YEAR**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BBAAT - 301	Tourism Products and Services - II	4	-
BBAAT - 302	Travel Agency & Tour Operation	4	-
BBAAT - 303	HRM	2	-
BBAAT - 304	Management Information System	4	-
BBAAT - 305	Airport Business	4	-
BBAAT - 306	Airline Marketing	4	-
BBAAT - 307	FLT Operation Management	2	-
BBAAT - 308	Aviation Hazards	2	-
BBAAT - 309	Aviation Physiology	2	-
BBAAT - 310	Passenger Behavior	2	-
BBAAT - 311	International Tourism Management	2	-
		32	-

## BCA BACHELOR IN COMPUTER APPLICATION

FEES : 7000/- Per Semester

DURATION : 3 Years/6 Semesters

This programme is designed to attract young minds to the potentially rich & employable field of computer applications. It's a foundation graduate programme which will act as a feeder course for higher studies in the area of Computer Science/Applications. It'll develop skills in software development so as to enable the BCA graduates to take up self-employment in Indian & Global software market. Students are going to get trained & equipped by which they can meet the requirement of the Industrial standards.

### ELIGIBILITY

(ENTRY POINT)

12th Std or It's equivalent

10th Std + ITI (2 or more Years)

+ NCVT / GCVT

+ GSHEB / GOSE

12th English Exam

10th + 3 Years

Diploma (Polytechnic)

### MOBILITY

(EXIT POINT)

Diploma in Computer Application will be awarded after successful completion of First & Second Semester.

### FIRST YEAR - FIRST SEMESTER

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA - 101	Fundamental of Computer & Information Technology	4	--
BCA - 102	Operating System and Software Installation	4	--
BCA - 103	Fundamental of Programming using 'C' language	2	2
BCA - 104	Introduction to Internet Technologies and HTML	2	2
BCA - 105	Introduction to Computer Application (office suite)	4	--
		16	4

### SECOND SEMESTER

BCA-201	Data Structure Using 'C'	4	--
BCA-202	Database Management System (DBMS)	2	2
BCA-203	Digital Electronics and Computer Organisation	4	--
BCA-204	Object Oriented Concepts & Programming - I (Core Java)	2	2
BCA-205	Project Work	--	4
		12	4



**ELIGIBILITY**

(ENTRY POINT)

Any students who has completed 10+3 Years Diploma in CE/IT/CS or 10+2 with one year DCA from a Statutory Examination Body or Recognised University is eligible for the direct admission in the Third Semester.

**MOBILITY**

(EXIT POINT)

Advance Diploma in Computer Application will be awarded after successful completion of First, Second, Third & Fourth Semester.

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed Advance Diploma in Computer Application from a Recognised University is eligible for direct admission to Third Year.

**MOBILITY**

(EXIT POINT)

Bachelor in Computer Application will be awarded after successful completion of all Six Semester.

**Total Credit Points : 104**

**SECOND YEAR - THIRD SEMESTER**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA - 301	Introduction to Computer Network	4	-
BCA - 302	Programming Principle and Algorithm	4	-
BCA - 303	Relational Database Management System (RDBMS)	4	-
BCA - 304	System Programming and Introduction to Microprocessor	4	-
BCA - 305	System Analysis and Design	4	-
		20	-

**FOURTH SEMESTER**

BCA - 401	Object Oriented Concept and Programming II (Advance Java)	2	2
BCA - 402	E-Commerce	4	-
BCA - 403	Software Engineering	4	-
BCA - 404	Client / Server Architecture and Interface	2	2
		12	4

**THIRD YEAR - FIFTH SEMESTER**

BCA - 501	Business Application and Introduction to ERP	4	-
BCA - 502	Object Oriented Analysis and Design	4	-
BCA - 503	Web Technology using FOSS	2	2
BCA - 504	Internet Programming (ASP.NET using C#)	2	2
		12	4

**SIXTH SEMESTER**

BCA - 601	Introduction to Multimedia Systems and its Application	4	-
BCA - 602	Project Work	-	8
		4	8





## BCA (DES) BCA (Design-Animation/Graphics/UI-UX)

FEES : 15000/- Per Year

DURATION : 3 Years

The primary motto to design this program is to develop students to demonstrate their proficiency using multimedia software. They can use conceptual skills by innovating, brainstorming and sketching. The overall objective of this course is to develop multimedia professionals equipped with knowledge, skills and practical experience within the domain of technology, creativity and enterprise. This includes Graphic, Animation and Web designing. Learners are encouraged to choose their own route, allowing them to specialize in their area of interest.

### ELIGIBILITY

(ENTRY POINT)

12th Std or It's equivalent

10th Std + ITI (2 or more Years)

+ NCVT / GCVT

+ GSHEB / GOSE

12th English Exam

10th + 3 Years

Diploma (Polytechnic)

### MOBILITY

(EXIT POINT)

Diploma in  
Computer Application  
(Design) will be awarded  
after successful completion  
of First Year.

### FIRST YEAR

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA(DES) -101	Video Production Basics	4	-
BCA(DES) - 102	Computer Graphics & Illustrator	4	-
BCA(DES) - 103	Printing & Resolution	4	-
BCA(DES) - 104	After Effects	4	-
BCA(DES) - 105	Digital Audio	4	-
BCA(DES) - 106	Photoshop	2	2
BCA(DES) - 107	HTML & CSS	2	2
BCA(DES) - 108	Dreamweaver	4	-
		28	4

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed 10+2 with one year of Diploma in Computer Application (Design) from Recognized University is eligible for direct admission to Second Year.

**MOBILITY**

(EXIT POINT)

Advance Diploma in Computer Application (Design - Animation) will be awarded after successful completion of Second Year.

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed Advance Diploma in Computer Application (Design - Animation) from Recognized University is eligible for direct admission to Third Year.

**MOBILITY**

(EXIT POINT)

BCA (Design - Animation) will be awarded after successful completion of Third Year.

**SECOND YEAR - ELECTIVE 1 [ DESIGN - ANIMATION SPECIALIZATION ]**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA(DES) - 201	Communication Skills	4	-
BCA(DES) - 202	Visual Communication	4	-
BCA(DES) - 203	3D Max Part - I	2	2
BCA(DES) - 204	Usage of Photoshop	4	-
BCA(DES) - 205	3D Max Part - II	2	2
BCA(DES) - 206	Usage of Sound Forge	4	-
BCA(DES) - 207	Adobe Premiere	2	2
BCA(DES) - 208	Character Studio	4	-
		26	6

**THIRD YEAR - ELECTIVE 1 [ DESIGN - ANIMATION SPECIALIZATION ]**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA(DES) - 301	Animation Production Process	4	-
BCA(DES) - 302	Script Writing	4	-
BCA(DES) - 303	Flash	2	2
BCA(DES) - 304	Maya (Software) Part I	4	-
BCA(DES) - 305	Maya (Software) Part II	2	2
BCA(DES) - 306	Virtual Reality	4	-
BCA(DES) - 307	Project/Portfolio	-	8
		20	12

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed 10+2 with one year of Diploma in Computer Application (Design) from Recognized University is eligible for direct admission to Second Year.

**MOBILITY**

(EXIT POINT)

Advance Diploma in Computer Application (Design - Graphics) will be awarded after successful completion of Second Year.

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed Advance Diploma in Computer Application (Design - Graphics) from Recognized University is eligible for direct admission to Third Year.

**MOBILITY**

(EXIT POINT)

BCA (Design - Graphics) will be awarded after successful completion of Third Year.

**SECOND YEAR - ELECTIVE 2 [ DESIGN - GRAPHICS SPECIALIZATION ]**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA(DES) - 201	Communication Skills	4	-
BCA(DES) - 202	Visual Communication	4	-
BCA(DES) - 203	Compositions & Printing Technology	4	-
BCA(DES) - 204	Coreldraw	2	2
BCA(DES) - 205	Adobe Photoshop	2	2
BCA(DES) - 206	Indesign	4	-
BCA(DES) - 207	Story Writing, Story Telling & Story Boarding	4	-
BCA(DES) - 208	Drawing and Sketching, Fine Arts, Commercial Arts	2	2
		26	6

**THIRD YEAR - ELECTIVE 2 [ DESIGN - GRAPHICS SPECIALIZATION ]**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA(DES) - 301	Drawing & Sketching	4	-
BCA(DES) - 302	Typography	4	-
BCA(DES) - 303	3D Max Part I	2	2
BCA(DES) - 304	3D Max Part II	2	2
BCA(DES) - 305	Animation Production Process	4	-
BCA(DES) - 306	Flash	4	-
BCA(DES) - 307	Project/Portfolio	-	8
		20	12



**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed 10+2 with one year of Diploma in Computer Application (Design) from Recognized University is eligible for direct admission to Second Year.

**MOBILITY**

(EXIT POINT)

Advance Diploma in Computer Application (Design - UI-UX) will be awarded after successful completion of Second Year.

**ELIGIBILITY**

(ENTRY POINT)

Any student who has completed Advance Diploma in Computer Application (Design - UI-UX) from Recognized University is eligible for direct admission to Third Year.

**MOBILITY**

(EXIT POINT)

BCA (Design - UI-UX) will be awarded after successful completion of Third Year.

**SECOND YEAR - ELECTIVE 3 [ DESIGN - UI - UX SPECIALIZATION ]**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA(DES) - 201	Communication Skills	4	-
BCA(DES) - 202	Visual Communication	4	-
BCA(DES) - 203	Javascript & Ajax	4	-
BCA(DES) - 204	PHP	2	2
BCA(DES) - 205	XML	2	2
BCA(DES) - 206	E-Commerce	4	-
BCA(DES) - 207	Introduction to Internet & WWW	4	-
BCA(DES) - 208	Adobe Photoshop	2	2
		26	6

**THIRD YEAR - ELECTIVE 3 [ DESIGN - UI - UX SPECIALIZATION ]**

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
BCA(DES) - 301	Introduction to Web Future	4	-
BCA(DES) - 302	Flash	2	2
BCA(DES) - 303	Adv Action Scripting	4	-
BCA(DES) - 304	Fireworks	4	-
BCA(DES) - 305	ASP.net	2	2
BCA(DES) - 306	E-Commerce	4	-
BCA(DES) - 307	Project/Portfolio	-	8
		20	12

**Total Credit Points : 96**



**PGDBA**  
**POST GRADUATE DIPLOMA IN**  
**BUSINESS ADMINISTRATION**

FEES : 7500/- Per Semester  
 DURATION : 1 Year/2 Semesters

The Primary goal of this course is to train the students to be a part of effective management and Entrepreneurs, capable of managing and running business enterprises. By which a candidate can integrate all aspects of management in decision making within an organization. They need to acquire advanced analytical skills, including application of a range of integrated theoretical approaches, and the development of competence in advanced business analysis.

**ELIGIBILITY**  
 (ENTRY POINT)

Any Graduate from a  
 Recognised University

Post Graduate Diploma in  
 Business Adminstration  
 will be awarded after  
 successful completion  
 of First and Second  
 Semester.

**Total Credit Points : 32**

**MOBILITY**  
 (EXIT POINT)

FIRST SEMESTER			
SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
PGDBA 101	Principles of Management	4	-
PGDBA 102	Economic Environment for Business	4	-
PGDBA 103	Accounting for Managers	4	-
PGDBA 104	Managerial Skills and Communication	4	-
		16	-

SECOND SEMESTER			
PGDBA 201	Enterpreneurship	4	-
PGDBA 202	Marketing Management	4	-
PGDBA 203	Human Resource Management	4	-
PGDBA 204	Financial Management	4	-
		16	-



# PGDF POST GRADUATE DIPLOMA IN FINANCE

FEES : 7500/- Per Semester  
DURATION : 1 Year/2 Semesters

PG Diploma in Finance (PGDF) will familiarize learners and financial professionals to financial tools and techniques which determine the corporate and financial strategies for business. It provides the knowledge and skills through financial theories and practices and allows learners to interpret financial statements, plan and measure budget and financial techniques and decision making.

## ELIGIBILITY (ENTRY POINT)

Any Graduate from a  
Recognised University

## MOBILITY (EXIT POINT)

Post Graduate Diploma in  
Finance will be awarded  
after successful  
completion of First and  
Second Semester.

Total Credit Points : 32

### FIRST SEMESTER

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
PGDF 101	Financial Accounting	4	-
PGDF 102	Financial Management	4	-
PGDF 103	Financial Markets	4	-
PGDF 104	Management for Financial Services	4	-
		16	-

### SECOND SEMESTER

PGDF 201	Banking Management	4	-
PGDF 202	Security Analysis and Portfolio Management	4	-
PGDF 203	Financial Statement Analysis	4	-
PGDF 204	Taxation for Managers	4	-
		16	-





## PGDM POST GRADUATE DIPLOMA IN MARKETING

FEES : 7500/- Per Semester

DURATION : 1 Year/2 Semesters

The PG Diploma in Marketing (PGDM) is designed to enhance the managerial and marketing capabilities of learners. The aim of our programme is to encourage learners to apply modern business management knowledge to the dynamic environment. It's prepared for the learner to provide an understanding for Marketing Management and presentations techniques. The PGDM programme's aims to provide young, talented, professional with a broad-based theoretical and practical knowledge of marketing. The programme aims to prepare learners for a variety of roles including in marketing, customer services, branding, service and digital marketing

### ELIGIBILITY

(ENTRY POINT)

Any Graduate from a  
Recognised University.

### MOBILITY

(EXIT POINT)

Post Graduate Diploma in  
Marketing will be  
awarded after  
successful completion  
of First and Second  
Semester.

Total Credit Points : 32

### FIRST SEMESTER

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
PGDM 101	Principles of Management	4	-
PGDM 102	Marketing Communication and Presentation Skills	4	-
PGDM 103	Customer Service Management	4	-
PGDM 104	Sales and Distribution Management	4	-
		16	-

### SECOND SEMESTER

PGDM 201	Brand Management	4	-
PGDM 202	Service Marketing	4	-
PGDM 203	Digital Marketing	4	-
PGDM 204	International Marketing	4	-
		16	-

## PGDHR POST GRADUATE DIPLOMA IN HUMAN RESOURCE

FEES : 7500/- Per Semester

DURATION : 1 Year/2 Semesters

PGDHR is designed to prepare the learners with knowledge and skills required for managing resource in a way that contributes to the development and establishment of organization. Human resource is concerned with getting better results with the collaboration of people. It is an integral but distinctive part of management, concerned with people at work and their relationships within the enterprise. The aim of this course is to establish a connection between business and HR deliverables.

### ELIGIBILITY

(ENTRY POINT)

Any Graduate from a  
Recognised University.

### MOBILITY

(EXIT POINT)

Post Graduate Diploma in  
Human Resource  
will be awarded after  
successful completion  
of First and Second  
Semester.

**Total Credit Points : 32**

### FIRST SEMESTER

SUBJECT CODE	SUBJECT NAME	CREDIT POINTS	
		Th	Pr
PGDHR 101	Principles of Management	4	-
PGDHR 102	Organisational Behaviour and Change Management	4	-
PGDHR 103	Strategic Management	4	-
PGDHR 104	Management of Human Resource	4	-
		16	-

### SECOND SEMESTER

PGDHR 201	Industrial Relation and Labour Laws	4	-
PGDHR 202	Human Resource Planning	4	-
PGDHR 203	Human Resource Development	4	-
PGDHR 204	International HRM	4	-
		16	-



# INSTRUCTIONS TO FILL ONLINE ADMISSION FORM

First of all the applicant has to select the course and study centre. Please check whether that course is available at the selected study centre in the Prospectus.

For Online Admission, open the University website- 'www.baou.edu.in' and click on the link- 'Online Admission August-2017'. You will be able to see various options like Instruction, Course Available, Study Centre, Registration and Sign In on the home page of 'Online Admission Tool'. The applicant must attentively go through the instructions and details of available Courses and Study Centres. Proceed only after clearly understanding the all steps and instructions.



After understanding the instructions, click on 'Registration'. Fill the details like Name, Course, Gender etc. If the applicant possesses the Free-ship Card, select 'Yes' from the given options. Register by using the Username and password provided along with the prospectus.

**Note:** Please make sure that you register with the same name as mentioned in the qualifying mark-sheet you have attached. If the name is changed in any case, please upload the Gadget copy for the same. If you don't have Free-ship Card, Pay fees while applying on-line.



Click on "Sign in" after registering successfully. Use the given username and password while signing in. Click on Pay Fees and select convenient option from the given options (SBI Collect, e-Challan). Details of both options are given below.

**SBI Collect:** SB Collect portal of SBI website will be opened as soon as you click on 'SBI Collect'. Select "Gujarat" from the State Option and "Educational Institution" from the Type of Institution option. In the next category, you will find list of Institutions. Select "Dr. Babasaheb Ambedkar Open University" and select the course name from Course-Category" option. A form will be opened as soon as you select appropriate course code. This course code includes course code, male/female and year (FY/SY/TY). Select payment option from Net Banking of SBI or other bank/ Credit Card or Debit Card. After successfully making payment, get the receipt printed. Save a pdf copy too.

**e-Challan :** When you select 'e-Challan' option in the Pay Fees process, a PDF page will be displayed on screen. Applicant can write details of Name, amount of fees, course code etc. After correctly filling this page, get it printed. Use this e-challan to pay cash fees in any of the SBI branch in Gujarat



After paying the fees, click on "Form Entry". An Online Admission Form will be opened. Fill in the details (in Capital Letters), like address, contact details, Aadhar Number, Email, Qualification, Subject/course etc. You will be provided with drop down menu in some of the points.

Following documents are required to be scanned to upload while applying on-line. Document

- Pass-port size photograph
- Signature of the applicant
- School leaving Certificate
- Mark-sheet  
(Required to prove eligibility to apply for the specific course)
- Cast Certificate  
(for those SC/ST candidates who possess Free-ship card of may claim scholarship)
- Fee receipt

Click on "Document Upload" option and upload the concerned documents from the above mentioned documents.

Applicant can see the filled in form on the screen after successfully

filling the online admission form. If you find any error, click on 'Edit' option

to correct the error. If all details are correct, click on 'Final Submission' button.

After final submission, the "e-Admission Form" will be available in PDF format.

Save a copy and get it printed and submit it to the selected study centre

along with the attested photocopies of required documents and fee-receipt.

Make sure that the form is submitted in the given time frame.

Documents to be submitted along with Printed copy of e-admission form are given below.

- School leaving Certificate
- Mark-sheet (required to prove eligibility to apply for the specific course)
- Cast Certificate (if applicable)
- Fee receipt (not applicable for applicants having Free-ship card)



## STUDY CENTER DETAILS FOR VOCATIONAL & PROFESSIONAL PROGRAMMES

CENTER CODE	STUDY CENTER NAME	EMAIL
0790114	Asia Pacific Institute of Management Usmanpura, Ahmedabad	baou.0790114@baou.edu.in
0790125	Computer Technology Foundation, Ahmedabad	baou.0790125@baou.edu.in
0790128	J.G.College of Commerce, Ahmedabad	baou.0790128@baou.edu.in
0790135	St.Meera Institute of Management And Technology, Ahmedabad	baou.0790135@baou.edu.in
0790140	Shree Krishna Cultural & Welfare Trust, Ahmedabad	baou.0790140@baou.edu.in
0790145	Institute of Hotel Management (DIMS), Ahmedabad	baou.0790145@baou.edu.in
0790147	Nalanda Institute of Applied Technologies, Ahmedabad	baou.0790147@baou.edu.in
0790148	Xplora Design School, Ahmedabad	baou.0790148@baou.edu.in
0790151	Government Arts College, Ahmedabad	baou.0790151@baou.edu.in
0790154	Shree Sabarmati Vidya Mandir Trust, Ahmedabad	baou.0790154@baou.edu.in
0790160	Institute of Professional Learning, Ahmedabad	baou.0790160@baou.edu.in
0790204	Monarch Education & Charitable Trust, Amreli	baou.0790204@baou.edu.in
0790205	Silver Line Infosys, Amreli	baou.0790205@baou.edu.in
0790401	Anand Institute of Management Science, Anand	baou.0790401@baou.edu.in
0790404	Shree Akhandanand Sagar Educational & Welfare Trust., Anand	baou.0790404@baou.edu.in
0790405	Anand Arts College, Anand	baou.0790405@baou.edu.in
0790407	O.C.Sheth Computer Center, Kapadwanj	baou.0790407@baou.edu.in
0790505	M.B.College of Commerce, Gandhinagar	baou.0790505@baou.edu.in
0790506	Shree P H G Municipal Arts & Science College, Gandhinagar	baou.0790506@baou.edu.in
0790508	Cambay Institute of Hospitality Management, Gandhinagar	baou.0790508@baou.edu.in
0790509	Trident Education Trust, Gandhinagar	baou.0790509@baou.edu.in
0790705	Vikas Education & Charitable Trust, Keshod, Junagadh	baou.0790705@baou.edu.in
0790903	Aum Education & Charitable Trust, Dahod	baou.0790903@baou.edu.in
0791004	Shri Maharaja Discovery Sarvajanic Development Trust, Tharad	baou.0791004@baou.edu.in
0791007	Banas Gram Vikas Samiti, Palanpur	baou.0791007@baou.edu.in
0791008	Shri Maharaja Discovery Sarvajanic Development Trust, Palanupur	baou.0791008@baou.edu.in
0791102	Satyam College of Education, Bharuch	baou.0791102@baou.edu.in
0791201	Vidya Institute of Technology & Management, Bhavnagar	baou.0791201@baou.edu.in
0791203	Takshshila Charitable Trust, Bhavnagar	baou.0791203@baou.edu.in
0791308	Shri Sarvajanic Kelavani Mandal, Mehasana	baou.0791308@baou.edu.in

## STUDY CENTER DETAILS FOR VOCATIONAL & PROFESSIONAL PROGRAMMES

CENTER CODE	STUDY CENTER NAME	EMAIL
0791311	Shri Maharaja Discovery Sarvajanic Development Trust, Mehasana	baou.0791311@baou.edu.in
0791403	Sharda Vidya Bhavan, Rajkot	baou.0791403@baou.edu.in
0791412	Jet Air Aviation Academy, Rajkot	baou.0791412@baou.edu.in
0791501	Gujarat Institute of Hotel Management, Vadodara	baou.0791501@baou.edu.in
0791502	Jindal School of Hotel Management, Vadodara	baou.0791502@baou.edu.in
0791505	Sun Mars Education & Charitable Trust, Vadodara	baou.0791505@baou.edu.in
0791507	Shree Vallabh Seva Niketan Trust, Vadodara	baou.0791507@baou.edu.in
0791508	Balaji Institute of Computer Application & Management, Vadodara	baou.0791508@baou.edu.in
0791509	Baroda Institute of Management Studies, Vadodara	baou.0791509@baou.edu.in
0791510	Dev Infotech, Vadodara	baou.0791510@baou.edu.in
0791514	Jayka Jansahay Trust, Savli, Vadodara	baou.0791514@baou.edu.in
0791515	Sheth H.H Shirolawala High School, Bodeli, Vadodara	baou.0791515@baou.edu.in
0791516	Pragati Education Trust, Vadodara	baou.0791516@baou.edu.in
0791519	Faiz Charitable Trust, Vadodara	baou.0791519@baou.edu.in
0791601	Shivshakti Yuva Mandal, Godhara	baou.0791601@baou.edu.in
0791602	Shivam Education & Research Foundation, Alindra, Panchmahal	baou.0791602@baou.edu.in
0791605	Aum Education and charitable Trust, Godhara	baou.0791605@baou.edu.in
0791607	Shree Shamlaji Arogya Seva Trust, Godhara	baou.0791607@baou.edu.in
0791608	Shriji Infotech, Halol	baou.0791608@baou.edu.in
0791609	Laxya Infotech, Lunavada	baou.0791609@baou.edu.in
0791706	Karma Computers, Modasa	baou.0791706@baou.edu.in
0791805	Sadvidya Vikas Trust, Surat	baou.0791805@baou.edu.in
0791807	Lords Institute of Management, Surat	baou.0791807@baou.edu.in
0791808	Sun Infosystem, Surat	baou.0791808@baou.edu.in
0791810	Manthan Education & Charitable Trust, Surat	baou.0791810@baou.edu.in
0791811	Halpati Seva Sangh, Bardoli	baou.0791811@baou.edu.in
0791812	Halpati Seva Sangh, Vyara	baou.0791812@baou.edu.in
0792001	Shri A R S Sakhida Arts Shri C C Gediwala Commerce, Limbdi	baou.0792001@baou.edu.in
0792003	Shri M.P. Shah Commerce College, Surendranagar	baou.0792003@baou.edu.in
0792202	Gujarat Institute of Hotel Management, Bilimora	baou.0792202@baou.edu.in



## GENERAL INSTRUCTIONS

### ACADEMIC SESSION

Admissions for vocational and professional courses are made twice a year. They commence in the month of January as well as June.

### TERM END EXAMINATION

Term End Examination is held twice a year in the month of January / June

### REQUIREMENT TO SEAT IN TERM END EXAMINATION

- Completion of minimum time duration of the programme after enrollment
- Submission of the assignment in particular time duration
- Filling and submission of the examination form in particular time duration
- If you have appeared in the previous examination and still its result is awaited than it is advisable to fill up the examination form without waiting for the result
- Exam form will be uploaded from time to time on the website for Regular and Repeater students for more information browse :: <http://www.baou.edu.in/>

### SCHOLARSHIP

Students belonging to Scheduled Caste, Scheduled Tribe, Nomadic Tribes and Denotified Tribes who have accepted Bodh Religion can get the benefit of Scholarship according to the rule of Government. This scholarship is declared by Government of India under the head of Post Matric Scholarship. In this, the included caste in particular course shall get scholarship from concern State Government Department, if the application form of scholarship is approved.

### RULES OF FEES REFUND

The University will not refund any fee for any reasons, whatsoever, to any student. Under uncommon cases, the decision of the Vice Chancellor will remain final.

### HOW TO TAKE BACK THE EXTRA FEE PAID FOR THE PROGRAMME ?

For any reason, if the extra amount is paid, than the student has to give an application by enclosing all the required documents (copy of Fee receipt, etc.) within 30 days.

### DISPUTES

Admission or Disputes related to any matter, the decision of the Vice Chancellor will remain final and binding.

### ALLOTMENT OF THE STUDY CENTER

To every student, study center is allocated according to their preference by the university. But the student may be allocated to a nearby study centre if the selected study centre does not fulfill the condition of minimum enrollment.

### CHANGES IN ADDRESS

Students shall write an application in case if there is change in address. Till the changes are not done in the university records students have to make arrangement to get post from the old address.

### **POLICY ON PURSUING TWO OR MORE PROGRAMMES SIMULTANEOUSLY**

The Distance Education Council, in its 40th meeting held on 08 June 2012, approved a policy on pursuing two or more programmes simultaneously in various combination as under.

Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities / Institutions in various combinations, viz.,

- 1 One Degree and one Diploma / P G Diploma / Certificate
- 2 One P G Diploma and one Diploma / Certificate
- 3 One Diploma and one Certificate
- 4 Two P G Diploma
- 5 Two Diplomas
- 6 Two Certificates

### **STUDENT'S COMMUNICATION**

If the student is communicating via letter, than it is advisable to write full name, address, enrollment number, study center name and address which shall be addressed to V&P department. Separate letter is to be written for different issues i.e. Admission, study material, assignment and examination.

### **DUPLICATE I-CARD**

Generally I-Card is issued to the student by the University. But in uncommon situation if I-card is missed than student shall apply for the duplicate I-card. An application for Duplicate I-Card with Rs 25/- in cash if in person or demand draft in favour of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad is to be submitted at University office. Enclose one photograph and any other Photo I-D proof with an application.

### **EXAMINATION CENTRE**

Generally, student's study / programme center or nearby center will be his/her exam center but the decision of the University will remain final and binding for all the students in the matter of examination center in any circumstances.

### **EXAMINATION FEES**

Repeater student has to pay examination fees (Pay-in slip) at their study center or university, along with an examination form, each time he wishes to appear for the examination. Examination Fees for the repeater student is Rs. 200/- per subject. Examination Forms are available at the University, Study Centre and on Website. Examination Fees covers conduct and result declaration of examination for all those subject for which examination fees is paid.

### **INFORMATION BROCHURE**

The University will sell the information brochure containing information about the programme. This may cost maximum Rs. 300/- only. Purchase of the same will be the important component of admission process.



### **CO-CURRICULAR ACTIVITY FEES**

For comprehensive & continuous progress of the student and to meet global need, the study centre will design co-curricular activities like various events, industrial visit, tours, training & placement, etc. For the same Study Centre shall collect 'Co-curricular Activity Fees' maximum of Rs. 10,000/- (Rs. Ten Thousand Only) per year. Planning and implementation of the same is sole responsibility of Study Centre.

### **INTERNAL ASSESSMENT FEES**

Study Centre shall collect internal assessment test fees of maximum of Rs. 400/- per student per annum.

### **OTHER FINANCIAL CONDITIONS**

Every enrolled student shall have to pay both University programme fees and study centre fees. Students are requested to note above information about maximum study centre fees. Study Centre are not allowed to collect more fees than mentioned in the prospectus. Students are advised to pay the sum amount which is mentioned in the prospectus, towards the payment of study centre fees. The transaction with regards to the SC fees is a bilateral affair between the student and SC. The university may not normally intervene in the matter on complaints by either the study centre having fewer fees from the student nor to the student for having paid more fees than prescribed in prospectus. Study Centre will collect study centre fees against their own receipt and will maintain records of the receipt. The study centre may offer autonomous programmes of its own / any other institution / establishment related to Foreign Language, Personality Development, Value Added Programmes etc. Under the banner of BAOU, Study center cannot offer other Universities/ Colleges/ Institutions programmes.

### **WHERE AND HOW TO PAY ADMISSION FEES?**

#### **• Pay - In - Slip**

- Student should fill details in all the four copies of Pay-In-slip.
- After paying the fees, from the four copies, student should keep one copy with him/her, attach one copy with admission form, submit one copy at Bank and submit one copy at the Study Center.
- Student should keep copy of the Pay-In-Slip safely with him/her.
- Student should pay the Bank Charges as mentioned in the Pay-In-Slip from time to time.
- Student should mention admission form Number, Name, Center Code, Programme Name, Programme fees in the Pay-In-Slip.
- Student should accurately check whether Bank Seal, Journal Number, Date and Bank Code are mentioned in the Fees Receipt.
- Bank details should be mentioned in the column of the admission form.

- **SBI Collect**

Those students who are having their accounts in State Bank of India, they can pay fees by ATM card or Internet Banking using State Bank Collect facility/feature.

Steps to pay fees by State Bank Collect:

- Go to the website of SBI i.e. [www.onlinesbi.com](http://www.onlinesbi.com) and click on the option of State Bank Collect.
- You will be redirected to the new page which is "Disclaimer Clause". Read out all six instructions and click on the box. Then click on the proceed button.
- Select the option "Gujarat" under the drop down menu of State or Corporate Institution.
- Select the option "Educational Institutes" under the drop down menu of type of Corporate/Institute.
- Select the option "Dr. Babasaheb Ambedkar Open University Vocational & Professional Courses" under the drop down menu of Educational Institutes of Gujarat (who are using I-Collect feature).

## **REVISION OF RULES**

In order to cope up with unforeseen circumstances and to maintain high academic quality of this programme the University reserves the right to change, revise, update, add or delete any rule about these programmes, at any time. These modifications will be applicable to all, including previously admitted students.

## **JURISDICTION**

All the disputes relating to the University programmes and its activities are Subject to Ahmedabad Jurisdiction only.



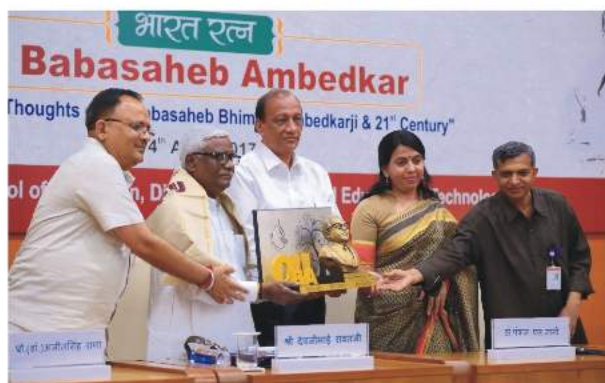
## TERMS AND DEFINITIONS

- I. **Courses:-** An individual component of an academic programme (Sometimes loosely called as subjects) which one has to complete successfully in order to get the certificate for that academic programme.
- II. **ENR:-** The University assign Enrollment Number (ENR) to the student when he is registered for the programme. Students Registration remains valid for 5 Years in Master , 4 years in Post Graduate Diploma, 8 years in Bachelor, 4 years for Diploma and 2 years in Certificate Programmes from the date of registration in a programme.
- III. **Credit System:-** The University follows the "credit system" for the programme. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print materials, listening to audios, watching videos, attending counselling sessions, teleconferencing and writing assignment responses).
- IV. **Programme Delivery:-** The content of the programme is delivered through the Study Center or as per the policy of the University.
- V. **Study Center:-** A place to provide both academic and administrative support services, such as dissemination of information, academic counselling, vocational guidance, hands-on-experience, library services, evaluation of assignments, feedback, guidance of project work, organization of seminars, field trips, monitoring, communication with the University, etc.
- VI. **Programme Coordinator:-** A person in charge of the administrative and academic affairs at the study center. He/She plans the availability of counsellors, looks after the distribution of self-learning material, arranges and coordinates counselling sessions, etc.
- VII. **Study Center Head:-** Study Center Head is the head of organisation/institute. He/She may not participate in the day-to-day activities of the study center, but will take active role in case of any serious problem at the study center.
- VIII. **Self Learning Materials:-** In substitute of the classroom teaching, SLM is developed by the esteemed subject experts especially in the distance learning mode, which will be provided to the students. These books are written in such a manner that students can understand the subject matter even in absence of a counselor. Students can study with their own speed, strength, and with convenience of suitable time and place. SLMs could be in the form of print, audio, video, CD, web-based, computer aided, etc
- IX. **Counselling Sessions :-** In order to solve doubts and difficulties of the students arise from SLM and to provide educational guidance, counselling sessions of the experts are arranged at the study center within the academic time frame. Student can give attendance according to his/her need.
- X. **Assignment:-** Student should submit the assignment at the study center for evaluation before the term end and take the receipt of the submission. After evaluating the assignment study center shall return the assignments to the students which will be helpful to them for further reading, only after providing required information. Students have to collect the assignment from the study center once the evaluation of it is done.

- XI. **Practical:-** Study Center will facilitate students by providing various equipments necessary for performing practicals or else practicals will be conducted at the place where necessary equipments are there to perform the practicals.
- XII. **Project Work:-** A project work is an assignment given to a student which generally requires a larger amount of efforts than normal assignments for continuing assessment. This component carries 200 marks in total on various fields of evaluation. It has two-tier system of evaluation, one at the internal level and other will be in the presence of external examiner on the basis of report preparation, presentation and viva-voca.
- XIII. **Course Exemption:-** The University exempts certain courses to the students who have successfully completed subjects with similar syllabus, in the examination conducted by other Board or Regonised University. If course exemption is sanctioned, then student do not need to appear in any examination for that course, as it is treated as successfully completed, but no previous performance is used for reporting in Grade Sheet. Only mark of exemption, that is "X", is put against exempted course.
- XIV. **Mobility Entry:-** A system in which a student, who has successfully completed programme from any statutory examination body or the University or autonomous institute is eligible for direct admission to next semester for which additional Credit Transfer Fees will be applicable.
- XV. **Evaluation Methods:-** In Distance education there are three methods to evaluate the progress of the students.
- a) **Self-Evaluation:** At the end of every chapter in Study Learning Material "Self Assessment Test" is there with the help of which student can do self evaluation and can continue the further study.
  - b) **Continuous Evaluation:** Except Certificate Programme students, Assignments are provided to every students through which they can continuously evaluate themselves. The weightage for Assignment is 30% for each subject.
  - c) **Term-End Evaluation:** Term End Examination will be applicable to all the students. The examination consist of 3 hours duration conducted at the end of the each academic year/semester.



## GLIMPSES OF THE UNIVERSITY





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## UNIQUE FEATURES OF BAOU



**Virtual Classroom**  
Interactive Learning Experience  
Without Boundaries



**Information Kiosk**  
University Information at your  
Fingertips



**Digital Education**  
Applying and Powerful Visual Content  
through HDTV



First Open University in India to have  
**50KV Solar Power Generation**



**Open Matrix Knowledge  
Advancement Resource**  
A Repository of Knowledge Resource



**Advanced Digital Studio**  
Platform of e-Learning Development



**Educational Apps**  
Robust Mobile Apps for Providing Vital  
Informations about University



First Open University in India to have  
launched **OMKAR-e**  
A Digital Learning Platform

## OTHER COURSES OFFERED BY BAOU

### Bachelor's Preparatory Programme (BPP)

#### Certificate Courses

- Certificate in Food and Nutrition (CFN)
- Certificate in Computing (CIC)
- Certificate in Tourism Marketing (CTM)
- Certificate in Tourism Management (CMT)
- Certificate in Childcare and Development (CCCD)
- Certificate in Personal Computer software (CPCS)
- Certificate in Teaching of English (CTE)
- Certificate in Environment Studies (CES)
- Certificate in Communication Skills in English : Level-I (CCSE1)
- Certificate in Computer Concept - BAOU (CCC-BAOU)
- Certificate in Traditional Birth Attendant (CTBA)
- Certificate in Better Parenting (CCBP)
- Certificate in Yog Science (CYS)
- Certificate in Naturopathy (CIN)
- Certificate in Human Rights (CHR)
- Certificate in Environment Awareness (CEA)
- Certificate in Dr. Babasaheb Ambedkar Life and Thought (CALT)
- Certificate in Anganwadi Workers (CCAW)
- Certificate in NGO Management (CNM)

#### Diploma Courses

- Diploma in Creative Writing in Hindi (DCH)
- Diploma in Financial Management (DFM)
- Diploma in Advance Cost Accounting (DACA)
- Diploma in Advance Accounting (DAA)
- Diploma in Insurance (DIN)
- Diploma in Operation Research (DOR)
- Diploma in Mother & Child Health & Family Welfare (DMCH)
- Diploma in Village Health Worker (DVHW)
- Diploma in Sanskrit Language (DSL)

#### PG Diploma Courses

- Post Graduate Diploma in Distance Education (PGDDE)

#### Graduate Courses

- Bachelor of Arts (B.A.)
- Bachelor of Commerce (B. Com.)
- Bachelor of Education (B.Ed.)
- Special Bachelor of Education ( Sp. B.Ed.)
- Bachelor of Library and Information Science (BLIS)

#### PG Courses

- Master of Arts In English (MEG)
- Master of Arts In Hindi (MHD)
- Master of Arts In Sociology (MSO)
- Master of Arts In Gujarati (MGT)





## DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY

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