

**Department of Lifelong Learning and Extension,
Kavayitri Bahinabai Chaudhary North Maharashtra University, Jalgaon**
Online Counselling Sessions Instructions
M.A. (All Subjects) and M.COM
Instructions for First Year Students

A warm welcome from the Department of Lifelong Learning and Extension to all admitted students in the academic year 2023-24 .

As you know, as per the Education Policy 2020 Semester System (Semester Pattern) has been applied. Examinations will be conducted twice in two sessions. Counselling Sessions under all courses **two times** That is, **October of the first semester A total of six Sundays in a year will be organized online through the medium of Google Meet like three Sundays in and 15th of the second session, three Sundays after January 2024 .** Currently we are sending the first semester time table and first year syllabus subject wise along with it. Points to be noted as mentioned below regarding counselling sessions and work to be done under the curriculum.

❖ **Regarding attendance at counselling sessions**

- M.A. Marathi , Hindi , English , History , Sociology , Political Science , Defense and Strategic Studies, Economics , Education, Counselling Psychology and M.Com. An introductory session will be held online through the medium of Google Meet to give detailed information under the programme on Saturday 07/10/2023 between 3.00 pm to 5.00 pm . Throughout the year you will be guided on what you need to do. Then on Sunday , Counselling sessions are being organized from 08 / 10 / 2023 to introduce the subjects . Subject wise professor will inform you about the subjects according to the syllabus.
- Attendance at all sessions is compulsory .
- Counselling sessions will be organized online between 10.00 am to 2.00 am . For this, you should carefully check the attached schedule.
- Subject wise professor will guide you in Counselling session. It is not in the form of a lecture , but the information of the entire subject will be given to you in the form of a summary.
- Google Meet link will be share on the subject-wise WhatsApp groups created by the department.
- No one should leave Counselling sessions midway.
- Absence should not be excused due to Net connectivity or other reasons. Because you will not get any information till the end what exactly you want to do in the curriculum.

- Keep your audio off but video on during the online counselling session.
- As a student, you should dress appropriately and sit in a place where you will be comfortable and have good access to the net.
- All the problems arising under the curriculum will be resolved in the counselling session itself. Because the respective subject professor can give you time only during the counselling session.

❖ Regarding study materials

- At the time of admission, the department has given detailed information in the admission notice that the study materials available for the courses will be in e-format. Read the information carefully if you have not read it at the time of admission.
- Soft Copy link will be shared on your group.

➤ Study materials will be available in Marathi only for subjects other than language courses. Exceptional subject material will be available through English medium. But don't worry, students who need English language materials will be advised by the faculty who will guide them in the counselling session where to find the references.

➤ The syllabus structure as per the new Education Policy 2020 has come into effect from the academic year 2023-24 onwards. Since it is a semester system, there will be four units under each subject. Development of self study material is going on under each curriculum. Content editing of some topics is in progress. Currently, the material we are giving you for study has not been edited, so there is a possibility of content errors, grammatical errors. However, the material that has been made available to you is as detailed as the syllabus. You will be given study material for all subjects. You should not worry.

❖ internal work and written examination

- Detailed guidance will be provided by the department from time to time regarding which items are mandatory to fulfill in the course work .
- the Practical of Testing under M.A. Counseling Psychology, you will have to come to Lifelong Learning Department , Jalgaon. Instructions will be given in this regard.
- The examination pattern under all the courses is Semester Pattern. Written exam will carry 60 marks per subject and internal examination will carry 40 marks total 100 marks per subject .
- The written examination for 60 marks will be organized every semester in the districts of Jalgaon, Dhule, Nandurbar after the second week of December-2023. And the second session exam will be held after the first week of May, 2024. For this, everyone has to go

to the respective center and take the exam. Detailed instructions regarding the examination will be given by the department.

➤ Internal examination of 40 marks will be conducted online in first week of December 2023 by department itself. Detailed guidance will be given regarding the same. The format of the exam is given to you along with the time table.

➤ The question paper contains questions in Marathi and English for courses other than language courses. The student can decide which language to write the answers in Marathi or English. But the answers have to be written in one language. It should be noted that if some questions are written in Marathi and some questions are written in English, no marks will be given in the exam.

➤ Exam application form and exam center related information will be made available in your group. Detailed instructions will be shared in this regard.

➤ The notification that the exam schedule and admit card will also be available online. It will be sent on the WhatsApp group.

➤ You have paid the examination fees at the time of admission, we do not have to pay any fees throughout the year. However, if you have not given the first session exam, and you are going to take the first session exam in the second session, then you have to pay the fee applicable as a repeater. Preferably, you should take the exam at the same time as session wise exam.

❖ **Very important:**

➤ The mobile number given at the time of admission should be retained till the completion of the course. If it is not a WhatsApp number, then you should immediately inform the department of your WhatsApp number.

➤ All of us should note that, if you suddenly change your mobile number and if the students do not inform you about the change of mobile number, then you will not understand any information that is sent by the department from time to time on the WhatsApp group regarding the programs.

➤ WhatsApp and website will be the medium to deliver all information. So everyone will be communicated through online. It is your responsibility to check the WhatsApp group and website regarding this.

➤ Students who have incomplete documents at the time of admission should immediately submit the relevant documents to the department.

- If you have any doubts , if you have any problems, do not contact or message on mobile personally . You can only contact the department on working days between 10:30 AM to 05:30 PM on 0257-2257495/2258496 . After office work and before work in the morning, evening, night should not be contacted at any time on the mobile phone.
- Make a note of the difficulties and doubts you want to ask properly during office hours. All your queries will be resolved.
- The schedule of counselling session is given to you. Subject wise counselling sessions will be held accordingly. But the department has the right to change the schedule if any subject professor faces any problem for some reason. Because there is going to be some flexibility in the schedule. In this regard, a message will be sent to your group through the department.
- If you want to come to the department, you should contact the department's phone number. That means your work will be easy. Please note that if you come to the department without calling and your work is not done, you will be responsible for it yourself.
- Online ID card will be made available on the WhatsApp group and take a print out of it.
- You are all students doing jobs as well as doing business in various fields. The department will expect cooperation from you. And you will always get this support through the department. It will be mandatory for all to follow the instructions or changes made by the department from time to time while completing the course.

Please note the following telephone numbers in the department to clear your queries .

0257-2257495/2258496

The full address of the department is as follows.

**Hon. Director ,
Department of Lifelong Learning and Extension ,
Dr. A.P.J. Abdul Kalam Vidyarthi Bhavan ,
First Floor , Room No- 204 /05,
Kavayitri Bahinabai Chaudhary North Maharashtra University,
Jalgaon- 425001**

**Best wishes from the department to successfully completion of
the programme.**

**Prof. Dr. Ashutosh R. Patil
Hon. Director ,
Department of Lifelong Learning and Extension ,**