

Counsellor Management System (CMS) User Manual for Counsellor Application Form

समंत्रक/मार्गदर्शक मान्यतेसाठी ONLINE अर्ज भरण्यासाठीची मार्गदर्शिका

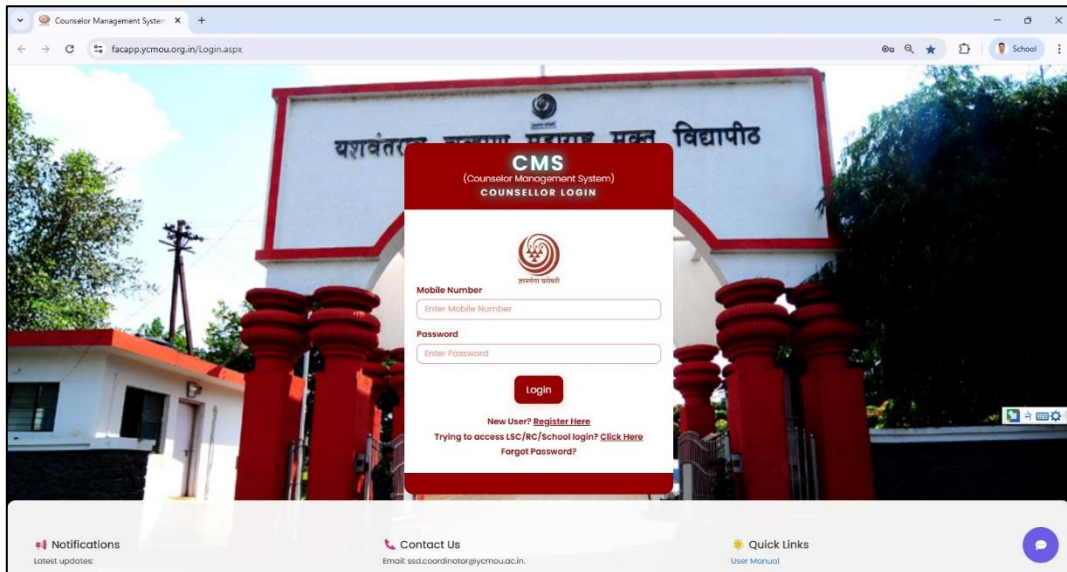
Step 1: Registration (नोंदणी)

To begin using the CMS application, open the website: [CMS Login](https://facapp.ymou.org.in/Login.aspx).
<https://facapp.ymou.org.in/Login.aspx>

(अर्ज भरण्यास सुरुवात करण्यासाठी, खालील वेबसाईला भेट द्या: [CMS लॉगिन](https://facapp.ymou.org.in/Login.aspx))
<https://facapp.ymou.org.in/Login.aspx>

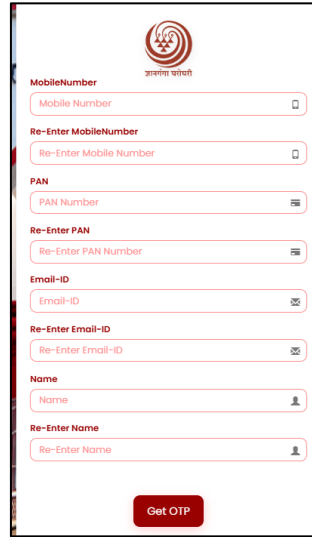


- If you are a new user, click on **Register Here** to create an account. (आपण जर नवीन वापरकर्ता असाल, तर **Register Here** वर क्लिक करून खाते तयार करा.)

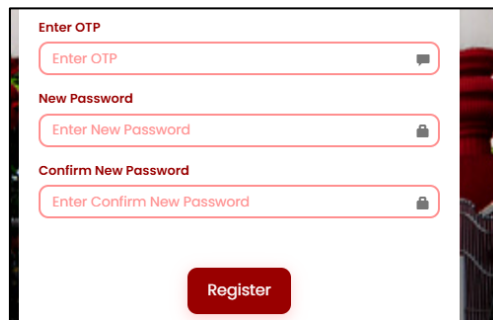


A registration window will appear where you need to enter your details such as: (नोंदणी करण्यासाठी तुम्हाला तुमची खालील माहिती भरावी लागेल, जसे की :)

- **Mobile Number** (मोबाईल क्रमांक)
- **PAN Number** (PAN क्रमांक)
- **Email ID** (ई-मेल आयडी)
- **Full Name** (पूर्ण नाव)

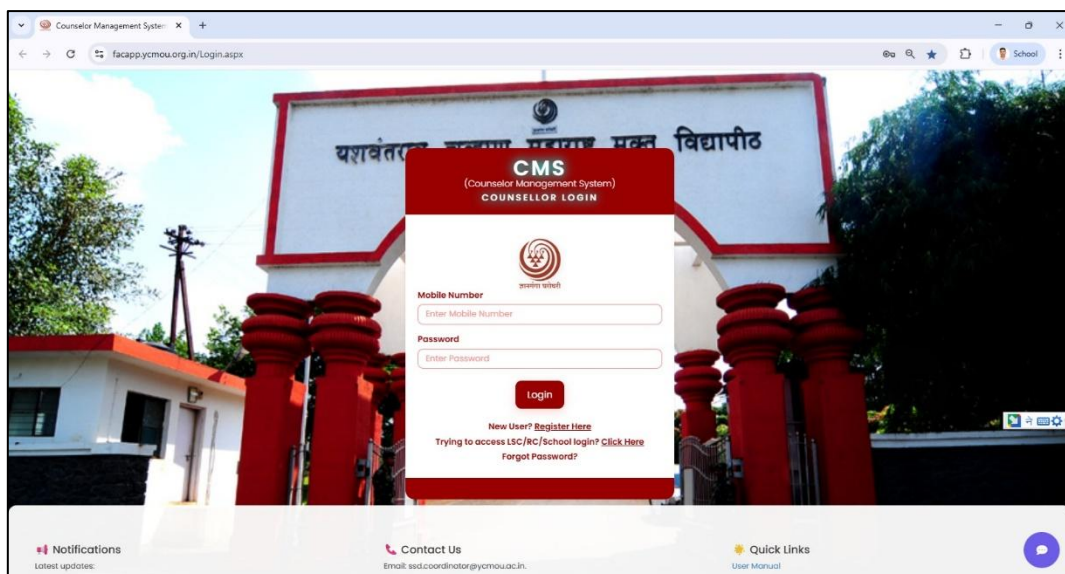
A screenshot of a registration form. At the top is the logo of the Government of Maharashtra. Below it, the form has sections for: MobileNumber (with a sub-field 'Mobile Number'), Re-Enter MobileNumber (with a sub-field 'Re-Enter Mobile Number'), PAN (with a sub-field 'PAN Number'), Re-Enter PAN (with a sub-field 'Re-Enter PAN Number'), Email-ID (with a sub-field 'Email-ID'), Re-Enter Email-ID (with a sub-field 'Re-Enter Email-ID'), Name (with a sub-field 'Name'), and Re-Enter Name (with a sub-field 'Re-Enter Name'). At the bottom is a red button labeled 'Get OTP'.

- Click on **Get OTP** to receive a One-Time Password (OTP) on your registered Mobile Number and Email ID. (**Get OTP** वर क्लिक करा, तुम्हाला तुमच्या नोंदणीकृत मोबाईल नंबर वर आणि ई-मेल आयडीवर OTP प्राप्त होईल.)
- Enter the OTP in the provided field (either from your mobile or email). (तुमच्या मोबाईल किंवा ई-मेल वर प्राप्त झालेला OTP टाका.)

A screenshot of a form for entering OTP and creating a password. It has three sections: 'Enter OTP' (with a sub-field 'Enter OTP'), 'New Password' (with a sub-field 'Enter New Password'), and 'Confirm New Password' (with a sub-field 'Enter Confirm New Password'). At the bottom is a red button labeled 'Register'.

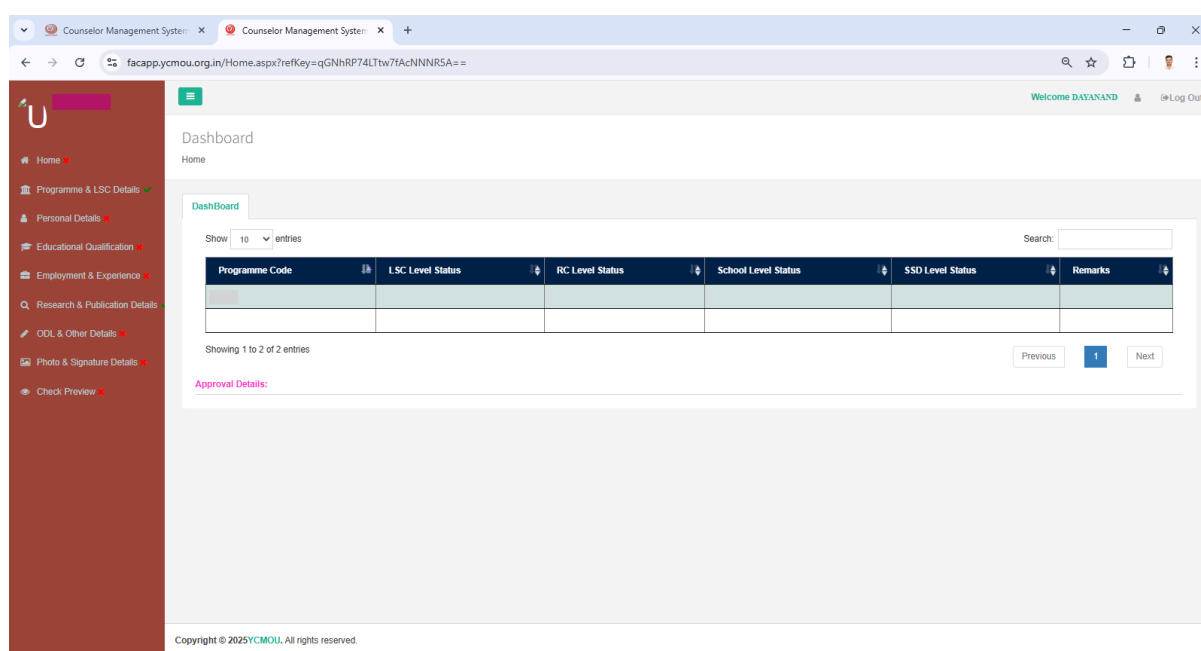
- Create a **strong password** and confirm it. (**पासवर्ड** तयार करा आणि तो पुन्हा प्रविष्ट करून पुष्टी करा.)
- Click on **Register** to complete the registration process. (**Register** वर क्लिक करून नोंदणी प्रक्रिया पूर्ण करा.)
- A confirmation popup will appear stating: "Registered Successfully, Please Login with your Details." (नोंदणी यशस्वीरित्या पूर्ण झाली, कृपया लॉगिन करा.)
- You will now be redirected to the login window. (आता तुम्हाला लॉगिन विंडोवर पुनर्निर्देशित केले जाईल.)

Step 2: Login (लॉगिन)



The screenshot shows the login interface of the Counselor Management System (CMS). The form is centered and has a red header with the CMS logo. It includes input fields for 'Mobile Number' and 'Password', a 'Login' button, and links for 'New User? Register Here', 'Trying to access LSC/RC/School login? Click Here', and 'Forgot Password?'. The background is a photograph of a building with a sign in Marathi. The footer contains a 'Notifications' bar, 'Contact Us' information, and 'Quick Links'.

- Enter your registered **Mobile Number** and **Password**. (तुमचा नोंदणीकृत मोबाईल क्रमांक आणि पासवर्ड प्रविष्ट करा.)
- Click on **Login** to access the CMS dashboard. (**Login** वर क्लिक करा आणि CMS डॅशबोर्डमध्ये प्रवेश करा.)



The screenshot shows the CMS dashboard after a successful login. The dashboard has a red sidebar with navigation links: Home, Programme & LSC Details, Personal Details, Educational Qualification, Employment & Experience, Research & Publication Details, ODL & Other Details, Photo & Signature Details, and Check Preview. The main content area has a 'Dashboard' header and a table with the following columns: Programme Code, LSC Level Status, RC Level Status, School Level Status, SSD Level Status, and Remarks. The table is currently empty. There is a search bar and a 'Showing 1 to 2 of 2 entries' message. The footer includes a copyright notice: 'Copyright © 2025 YCMOU. All rights reserved.'

- Once logged in, you will see an empty dashboard. You can now start filling in your application by selecting **Programme & LSC Details**. (लॉगिन झाल्यानंतर, तुम्हाला रिकामा डॅशबोर्ड दिसेल. आता **Programme & LSC Details** वर click करून तुम्ही अर्ज भरण्यास सुरुवात करावयाची आहे.)

Step 3: Programme & LSC Details (समंत्रण करत असलेल्या शिक्षणक्रम आणि अभ्यासकेंद्राचा तपशील)

In this section, you will be required to enter details regarding your counselling status and the Learners Support Centre (LSC) where you wish to apply. (या विभागात, तुम्हाला समंत्रण करावयाच्या शिक्षणक्रमाबद्दल आणि तुम्ही अर्ज करू इच्छित असलेल्या अभ्यासकेंद्राच्या (LSC) तपशीलांची नोंद करावयाची आहे.)

The screenshot shows the 'Application Details' page on the YCMOU portal. The 'Programme Details' section is active, showing 'LSC Details' with a dropdown for 'Currently counselling at an LSC'. Below this are dropdowns for 'Select Regional Centre', 'Select District', 'Select Taluka', and 'Select Learner Support Centre (LSC)'. There is also a dropdown for 'Number of Programmes interested for Counselling'. A 'NOTE' section at the bottom provides instructions for semester-wise and year-wise program selections. A 'Save and Next' button is at the bottom right.

- **Are you currently counselling at an LSC?** (तुम्ही सध्या कोणत्या अभ्यासकेंद्रावर समंत्रण करत आहात?)
 - Select **Yes** if you are associated with an LSC. (जर तुम्ही कोणत्याही LSC सोबत संबंधित असाल तर, **होय** निवडा)
 - Select **No** if you are not part of any LSC. (जर तुम्ही कोणत्याही LSC सोबत संबंधित नसाल तर, **नाही** निवडा)
- **Select Regional Centre** from the available options: (उपलब्ध पर्यायांमधून **विभागीय केंद्र** निवडा :)
- Based on your selection, districts will be filtered accordingly. (आपण विभागीय केंद्र निवडल्यानंतर त्या विभागीय केंद्रांतर्गत येणाऱ्या जिल्ह्यांची यादी आपणासमोर उपलब्ध होईल.)
- माहितीस्तव विभागीय केंद्रांतर्गत येणाऱ्या जिल्ह्यांची यादी पुढीलप्रमाणे.

RC-AMRAVATI	RC- CHH SAMBHAJI NAGAR	RC-MUMBAI	RC-NAGPUR	RC-NASHIK	RC-PUNE	RC-KOLHAPUR	RC-NANDED
Buldhana	Beed	Thane	Nagpur	Nandurbar	Pune	Kolhapur	Hingoli
Washim	Jalna	Mumbai City	Bhandara	Nashik	Solapur	Sindhudurg	Latur
Amrawati	Chh Sambhaji Nagar	Palghar	Chandrapur	Dhule	Satara	Sangli	Parbhani
Yavatmal	Dharashiv	Raigad	Gadchiroli	Ahilyanagar		Ratnagiri	Nanded
Akola	Parbhani	Mumbai Suburban	Wardha	Jalgaon			
			Gondiya				

- **Select District and Taluka.** (जिल्हा आणि तालुका निवडा.)
- Based on your selection, available **LSCs (Learners Support Centres)** will be listed. (तुमच्या निवडीवर आधारित, उपलब्ध अभ्यासकेंद्र तुम्हाला तेथे उपलब्ध केले जातील.)
- Select the LSC where you wish to provide counselling services. (तुम्ही समंत्रण सेवा देऊ इच्छित असलेले LSC निवडा.)

Programme Details:

Number of Programmes interested for Counselling*

>> First Programme:

Select Programme*

Select Course Part*

Select Course Term*

Select Subjects*

>> Second Programme:

Select Second Programme*

Select Course Part*

Select Course Term*

Select Subjects*

NOTE:

1) For Semester-Wise Programmes, Maximum of three subjects from odd semesters & three subjects from even semesters are allowed for Selection.

2) For year-wise or half-yearly Programmes, Maximum three subjects allowed for Selection..

[Save and Next](#)

- **Number of Programmes Interested for Counselling** (समंत्रणासाठी इच्छुक शिक्षणक्रमांची संख्या)
 - Select the number of programmes you are interested in counselling for. (तुम्ही समंत्रण करण्यासाठी इच्छुक असलेल्या शिक्षणक्रम संख्या निवडा.)
 - Only those programmes affiliated with your chosen LSC will be displayed. (तुमच्या निवडलेल्या LSC शी संलग्न असलेले **Programmes** प्रदर्शित केले जातील.)
 - If selecting an **Annual/Yearly Pattern Programme**, you can choose up to **3 subjects**. (वार्षिक पद्धतीचा **Programme** निवडल्यास, तुम्हाला उपलब्ध यादीमधून कोणतेही तीन विषय निवडता येतील.)
 - If selecting a **Semester Pattern Programme**, you can choose **up to 6 subjects**: सत्र पद्धतीचा Programmes निवडल्यास, तुम्ही 6 विषय निवडू शकता, परंतु विषयनिवडीची अट पुढीलप्रमाणे :-
 - **3 subjects from Odd Semesters** (Semester 1 & 3) (विषम सत्रांमधून 3 विषय (सत्र 1 आणि 3))
 - **3 subjects from Even Semesters** (Semester 2 & 4) (सम सत्रांमधून 3 विषय (सत्र 2 आणि 4))
- Click **Save and Next** to proceed. (**Save and Next** वर क्लिक करा आणि पुढे जा.)

Step 4: Personal Details (वैयक्तिक तपशील)

Application Details

Personal Details

Personal Details:

Salutation/Prefix *

--Select--

Name of the Counselor *

Name should be as per Educational Documents

Is Name Changed?*

--Select--

Mobile Number

Email ID

akshay.y @gmail.com

Date of Birth (DD/MM/YYYY) *

Date of Birth (DD-MM-YYYY)

Gender*

--Select--

Alternate Mobile Number

Alternate Mobile Number

Aadhar Number*

Aadhaar Number

- **Salutation/Prefix:** Choose from Mr., Mrs., Ms., Dr. (श्री., श्रीमती., कु., डॉ. यापैकी निवडा.)
- **Full Name:** Enter as per your educational documents. (पूर्ण नाव: शैक्षणिक कागदपत्रांनुसार प्रविष्ट करा.)
- **Name Change Status:** If changed, select Yes and provide the updated name & supporting document e.g. Gazette. (नाव बदलले असल्यास: होय निवडून नवीन नाव प्रविष्ट करा.)
- **Date of Birth:** (जन्मतारीख)
- **Gender:**(लिंग)
- **Alternate Mobile Number:** (optional but should be different from the registered mobile number) (पर्यायी मोबाइल क्रमांक: ऐच्छिक, पण नोंदणीकृत मोबाइल क्रमांकापेक्षा वेगळा असावा.)
- **Aadhar Number:** (आधार क्रमांक)
- **Upload a scanned copy of AADHAR card** (Max file size: 1MB, PDF format only) (AADHAR कार्डची स्कॅन केलेली प्रत अपलोड करा (कमाल फाईल आकार: 1MB, फक्त PDF स्वरूपात))

Address Details (पत्ता तपशील)

- **Enter Present Address** (वर्तमान पत्ता प्रविष्ट करा)
- **If Permanent Address is the same, check the Same as Present Address box.**
(स्थायी पत्ता हाच असल्यास, "वर्तमान पत्त्यासारखाच" या बॉक्सवर tick करा.)

Address for Communication: (Present Address)

House No (or) C/O*

Village/Street/Locality*

State*

--Select--

--Select--

--Select--

District*

Taluka*

Pin Code*

--Select District--

--Select--

Permanent Address: ☐ Same As Present Address

House No (or) C/O*

Village/Street/Locality*

State*

--Select District--

--Select--

--Select--

District*

Taluka*

Pin Code*

--Select District--

--Select--

Bank Details:

Name of Bank *

Branch Name *

Bank Account No *

--Select Bank Name--

Branch Name

Bank Account No

IFSC *

PAN Number *

Upload PanCard* (File size <=1MB)
(Please choose pdf file only)

IFSC

hhjjhbjhbjh

Choose File

No file chosen

Save and Next

Bank Details (बँक तपशील)

- **Bank Name** (बँकेचे नाव)
- **Branch Name** (शाखेचे नाव)
- **Bank Account Number** (बँक खाते क्रमांक)
- **IFSC Code**(IFSC कोड)
- **Bank Passbook/Cancelled cheque**(बँक पासबुक/रद्द धनादेश)
- **Your PAN number** (auto-fetched from registration)
- **Upload a scanned copy of PAN card** (Max file size: 1MB, PDF format only)
(PAN कार्डची स्कॅन केलेली प्रत अपलोड करा (कमाल फाईल आकार: 1MB, फक्त PDF स्वरूपात))

👉 **Click Save and Next to proceed.**
(साठवा आणि पुढे जाण्यासाठी Next क्लिक करा.)

Step 5: Educational Details (शैक्षणिक तपशील)

- Enter educational qualifications: (शैक्षणिक पात्रतेची माहिती येथे भरा :)
- **HSC (12वी)(Optional/वैकल्पिक/अनिवार्य नाही)**
 - **Board Name** (मंडळाचे नाव)
 - **Faculty/Stream** (Arts, Commerce, Science, etc.) (शाखा/प्रवाह (कला, वाणिज्य, विज्ञान इ.))
 - **Specialization** (if not applicable, enter NA) (लागू नसल्यास NA प्रविष्ट करा)
 - **Percentage obtained** (प्राप्त टक्केवारी)
 - **Passing Month & Year** (उत्तीर्ण झाल्याचा महिना आणि वर्ष)
 - **Upload supporting document** (कागदपत्र अपलोड करा)
- **Graduation & post-graduation** (पदवी आणि पदव्युत्तर शिक्षण)
 - **University Name** (विद्यापीठाचे नाव)
 - **Faculty/Stream** (शाखा/प्रवाह)
 - **Specialization (Special Subject)** (विशेषज्ञता/मुख्य विषय))
 - **Percentage obtained** (प्राप्त टक्केवारी)
 - **Passing Month & Year** (उत्तीर्ण झाल्याचा महिना आणि वर्ष)
 - **Upload supporting document** (गुणपत्रक/पदवी प्रमाणपत्र अपलोड करा)
- If you have additional qualifications, click + (Add More) to enter details.
(अधिक पात्रता असल्यास, "+ (Add More)" क्लिक करून तपशील प्रविष्ट करा.)

- **For Ph.D. holders (Ph.D. प्राप्त केलेल्यांसाठी)**
 - **Enter Discipline, Title of Ph.D. Work, and Ph.D. Status (Completed/Ongoing).** (विषय, Ph.D. संशोधनाचे शीर्षक आणि स्थिती (पूर्ण झालेली आहे / चालू आहे))
 - **If completed, enter the Completion Date and upload the Award Letter & Notification.** (पूर्ण झाल्यास, पूर्ण झाल्याची तारीख प्रविष्ट करा आणि पदवी प्रमाणपत्र/नोटीफिकेशन अपलोड करा.)
 - **If ongoing, upload Admission Letter or equivalent document.** (चालू असल्यास, प्रवेशपत्र किंवा तत्सम दस्तऐवज अपलोड करा.)

Ph.D. Details:

Discipline	Title	Status (Ongoing/Completed)	Awarding University	Upload Document (File size <=1MB) (Please choose pdf file only) Attach Award Letter & Notification in a Single file
<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No ...sen"/>

- **For SET, NET, JRF qualification holders (SET, NET, JRF पात्रता धारकांसाठी)**
 - **Select Exam Name, Enter Subject name, year of qualifying and upload supporting documents.** (परीक्षा निवडून आवश्यक माहिती व कागदपत्रे अपलोड करा.)

Qualifying Exams (SET, NET, JRF):

Exam Name	Subject	Year of Qualifying	Upload Document * (File size <=1MB) (Please choose pdf file only)	
<div> <div>Select</div> <div> <div>SET</div> <div>NET</div> <div>JRF</div> </div> </div>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No ...sen"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>

- **Click Save and Next to proceed.**
(साठवा आणि पुढे जाण्यासाठी Next क्लिक करा.)

Step 6: Employment & Experience Details (नोकरी व अनुभव तपशील)

Current Employment Details (सध्याच्या नोकरीचा तपशील)

- **Organization/University/College Name** (संस्था/विद्यापीठ/महाविद्यालयाचे नाव)
- **Designation** (पदनाम)
- **Nature of Appointment (Permanent/Temporary/CHB, etc.)** (नियुक्तीचा प्रकार (कायम/तात्पुरती/CHB इ.))
- **Date of Appointment** (नियुक्तीची तारीख)
- **Total Teaching Experience (in years)** (एकूण अध्यापनाचा अनुभव (वर्षांमध्ये))
- **Approval from Traditional University (पारंपरिक विद्यापीठाकडून मान्यता)**
 - **If approved by a Traditional University, enter University Name, Approval Date, and upload the Approval Document.** (पारंपरिक विद्यापीठाने तुम्हाला मान्यता दिली असल्यास, विद्यापीठाचे नाव, मान्यता तारीख प्रविष्ट करा आणि मान्यता पत्र अपलोड करा.)

Employment & Experience Details		
Current Employment:		
Organization/University/College Name(Current) *	Designation*	Nature of Appointment*
<input type="text" value="Organization/University/College Name(Current)"/>	<input type="text" value="Select Designation"/>	<input type="text" value="Select Designation Appointment Type"/>
Date of Appointment*	Total Teaching Experience (in years)*	Do you have Approval by Traditional University*
<input type="text" value="Date of Appointment"/>	<input type="text" value="Total Teaching Experience (in years)"/>	<input type="text" value="Yes"/>
Name of Traditional University*	Date of Approval by Traditional University*	Upload Employment verification: (University Approval / Appointment letters)
<input type="text" value="Name of Traditional University"/>	<input type="text" value="Date of Approval by Parent University"/>	<input type="text" value="Choose File"/> No file chosen

- **Past Experience (मागील अनुभव)**
 - **Enter details of previous organizations, upload experience letters.** (मागील संस्थांचे तपशील प्रविष्ट करा आणि अनुभव प्रमाणपत्र अपलोड करा.)

Past Employment:					
Organization/University/College Name	Designation	Nature of Appointment	From	To	Upload Document * (File size <= 1MB) (Please choose pdf file only)
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Choose File"/> No...en

- **You can add multiple entries for UG/PG teaching experience by clicking + (Add More).** (UG/PG अध्यापन अनुभवासाठी अनेक प्रविष्टी जोडण्यासाठी "+ (Add More)" क्लिक करा.)

Teaching Experience:				
Level (UG/PG)	Paper / Course Taught	Experience in Years	Institute/Organization Name	
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Research Experience:				
Area	Experience in Years	Institute/Organization Name	Abstract of Research Work	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Professional/Industrial Experience:				
Area	Experience in Years	Institute/Organization Name	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save and Next"/>				

👉 Click Save and Next to proceed.
(साठवा आणि पुढे जाण्यासाठी Next क्लिक करा.)

Step 7: Research & Publication Details (संशोधन व प्रकाशन तपशील)

- If you have research work (Journals, Conferences, Books, etc.), enter the details. (तुमच्याकडे संशोधन कार्य असल्यास (जर्नल्स, परिषदा, पुस्तके इ.), त्याचे तपशील प्रविष्ट करा.)
- If not, click Save and Next. (नसल्यास, 'Save and Next' वर क्लिक करा.)

Research & Publication Details

Journal Articles:
Note: 1. Please only input the Best Five Journal Articles
2. Only upload the following document pages in a single PDF:
>>Journal cover page, Index page (where author name & title of the article is listed), First page of the published article.

Title of Article	Journal Name	Volume, Issue & Page No.	ISSN Number	Month & Year of Publication	Upload Document * (File size <=1MB) (Please choose pdf file only)	
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Conference Papers:
Note: 1. Please only input the Best Five Conference Papers.
2. Only upload the following document pages in a single PDF:
>>Conference cover page, Index page (where author name & title of the paper is listed), First page of the published paper.

Theme of Conference	Category	Title of Paper Presented	Month & Year of Conference	Upload Document * (File size <=1MB) (Please choose pdf file only)	
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Books Published:
Note: 1. Please only input the Best Five Books Published.
2. Only upload the following document pages in a single PDF:
>>Book cover page, Book credit page, Index (one page only).

Title of Book	Contribution	Publisher	ISBN Number	Month & Year of Publication	Upload Document * (File size <=1MB) (Please choose pdf file only)	
	Select				Choose File No...en	

Research Projects:
Note: 1. Please only input the Best Five Research Projects.
2. Only upload the following document pages in a single PDF:
>>Sanctioned/Award letter, Abstract of research work (maximum one page only), Submission certificate/letter (only if submitted)

Project Type	Title of Research Project	Position	Month-Year of Approval	Final Report Submitted	Month-Year of Submission	Upload Document * (File size <=1MB) (Please choose pdf file only)	
Select		Select		Select		Choose File N...	

Save and Next

Step 8: Open & Distance Learning (ODL) & Other Details (मुक्त आणि दूरस्थ शिक्षण व इतर तपशील येथे नोंदवा)

The screenshot shows the YCMOU application details page. The left sidebar contains navigation links: Home, Programme & LSC Details, Personal Details, Educational Qualification, Employment & Experience, Research & Publication Details, ODL & Other Details (selected), Photo & Signature Details, Check Preview, and Log Out. The main content area is titled 'Application Details' and has a tab for 'ODL & Other Details'. The form includes sections for 'Experience in Open & Distance Learning' (with a dropdown menu), 'Experience in Traditional University' (with a dropdown menu), 'YCMOU Program Participation' (with dropdowns for 'For Pursuing YCMOU Programs' and 'For Completed YCMOU Programs'), 'Evaluation Consent' (with dropdowns for 'For Evaluation of Answer Scripts', 'For Paper Setting', and 'For Question Bank Development'), and 'Reference Details' (with fields for 'Name of the Reference Person' and 'Mobile Number of the Reference Person').

- Enter experience related to Open & Distance Learning (e.g., YCMOU). (मुक्त आणि दूरस्थ शिक्षणासंदर्भातील अनुभव प्रविष्ट करा (उदा. YCMOU).

The screenshot shows the dropdown menu for 'Experience in Open & Distance Learning'. The menu lists various roles: Counselor, Program Coordinator, Examiner, Paper Setter, Moderator, QB Item Writer (IW), Examination Jr. Supervisor, Program Advisory Committee (PAC) Member, QB Item Editor (IE), Project Assessor (PA), Examination Sr. Supervisor, Course Writer (CW), and a '--Select--' option at the bottom.

- Select fields of experience and upload supporting documents. (वरीलपैकी ज्या क्षेत्रात काम केलेले आहे ते निवडा आणि आवश्यक पुरावे अपलोड करा.)

The screenshot shows the 'Experience in Open & Distance Learning' section. The dropdown menu is set to 'Counselor, Program Coordinator'. Below it is a table for uploading documents.

Category	Years of Experience	Upload Document (PDF)
Counselor	Enter years	Choose File No file chosen
Program Coordinator	Enter years	Choose File No file chosen

- Provide details of your YCMOU Program Participation. (तुम्ही मुक्त विद्यापीठातून शिक्षणक्रमासाठी प्रवेश घेतला आहे किंवा शिक्षणक्रमाचे अध्ययन पूर्ण केले असेल तर त्याबद्दलची माहिती पुरवा.)
- Evaluation Consent: If you are interested in Evaluation of Answer script, for paper setting and question bank development then select **Yes** (जर तुम्ही मुक्त विद्यापीठाच्या उत्तरपत्रिका मूल्यमापन, प्रश्नपत्रिका निर्मिती व प्रश्नपेढी निर्मिती यामध्ये सहभागी होण्यासाठी इच्छुक असाल तर होय निवडा)

YCMOU Program Participation (as Student):

Are you pursuing any YCMOU program?*

--Select--

Are you completed any YCMOU program?*

--Select--

Evaluation Consent:

For Evaluation of Answer Scripts*

--Select--

For Paper Setting*

--Select--

For Question Bank Development*

--Select--

Reference Details:

Name of the Reference Person *

Name of the Reference Person

Mobile Number of the Reference Person *

Mobile Number of the Reference Person

Save and Next

- Click Save and Next to proceed. ('Save and Next' वर क्लिक करून पुढे जा.)

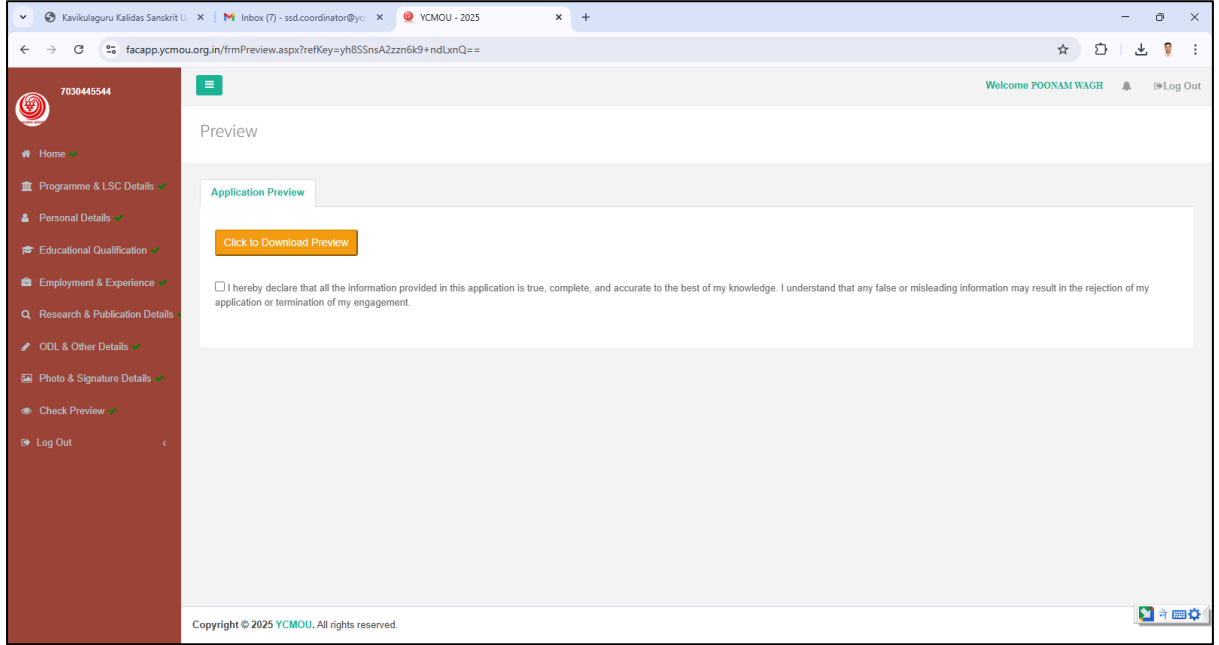
Step 9: Upload Photo & Signature (फोटो आणि स्वाक्षरी अपलोड करा)

- Upload passport-size photo (within size limit). (पासपोर्ट-साईज फोटो अपलोड करा (निर्धारित मर्यादित).)
- Upload signature. (स्वाक्षरी अपलोड करा.)

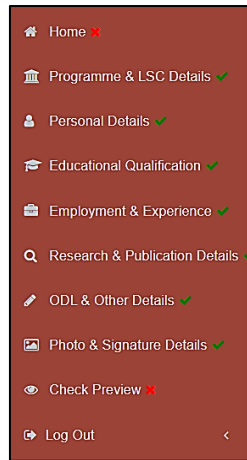
The screenshot displays the 'Application Details' page on the YCMOU portal. The left sidebar contains navigation links: Home, Programme & LSC Details (active), Personal Details, Educational Qualification, Employment & Experience, Research & Publication Details, ODL & Other Details, Photo & Signature Details, Check Preview, and Log Out. The main content area is titled 'Photo & Signature' and includes a 'Photo & Signature:' section. It features a placeholder for a passport-size photo with dimensions 'width = 3.5cm' and 'Height = 4.5cm'. To the right, there are two upload sections: 'Upload Photo*' (File size <=50KB, .jpg file only) and 'Upload Signature*' (File size <=30KB, .jpg file only). Each section has a 'Choose File' button and a 'No file chosen' status. A 'Submit Photo & Sign' button is located at the bottom of the upload area. The browser address bar shows the URL: https://facapp.ymou.org.in/fmPhotoSign.aspx?relKey=SuP8ckhvQR+ybLG6btstg==.

- Click Save and Next to proceed. ('Save and Next' वर क्लिक करून पुढे जा.)

Step 10: Application Preview & Submission (तुम्ही भरलेल्या अर्जाचे पूर्वावलोकन करून पुढील मान्यतेसाठी सादर करणे)



- Review your application before submitting. (अर्ज सादर करण्यापूर्वी पुनरावलोकन करा.)
- Download the application preview to verify entered details. (तुम्ही भरलेल्या तपशीलांची/माहितीची खात्री करण्यासाठी अर्जाचे पूर्वावलोकन करून अर्ज डाउनलोड करा.)
- If changes are needed, edit before submission (you cannot edit after submission). (काही बदल आवश्यक असल्यास, सादरीकरणापूर्वी संपादन करा, अर्ज सादर केल्यानंतर संपादन करता येणार नाही).
- If unable to submit, ensure all sections are completed (Green Check Mark indicates completion). (अर्ज सादर करता येत नसेल, तर सर्व विभाग पूर्ण झाले आहेत याची खात्री करा (डाव्या बाजूला नेविगेशन बार वरील हिरवे चिन्ह पूर्णत्व दर्शवते).)



- Click Submit Application. ('Submit Application' वर क्लिक करा.)

Congratulations! Your application is successfully submitted.

(अभिनंदन! तुमचा अर्ज यशस्वीरीत्या सादर करण्यात आला आहे.)

You can monitor your application status on the dashboard. (तुम्ही Online submit केलेल्या अर्जाची स्थिती डॅशबोर्डवर पाहू शकता.)

DashBoard						
Show 10 entries		Search:				
Programme Code	LSC Level Status	RC Level Status	School Level Status	SSD Level Status	Reason for Rejection (If Rejected)	Approval Letter
G01	PENDING					
M49	PENDING					
Showing 1 to 2 of 2 entries						
Previous		1			Next	

If no queries arise, and after scrutiny, you will receive an Approval Letter from the University on the dashboard. (Online submit केलेल्या अर्जात कोणतीही त्रुटी नसल्यास मान्यता प्रक्रियेनंतर, विद्यापीठाकडून तुम्हाला समंत्रक मान्यता पत्र (Counsellor Approval Letter) डॅशबोर्डवर प्राप्त होईल.)

Sit back and relax, your application is processed!

Thanks!!!

धन्यवाद!!!