

# **Study Centre Information Bulletin**

## **September 2005**

### **Implementation of Computer Programmes**



ज्ञानगंगा घरोघरी

**Yashwantrao Chavan Maharashtra Open University,**  
Dnyangangotri, Govardhan, Near Gangapur Dam,  
NASHIK – 422 222

☎ (0253) 2231714, 2231715 Extn. 3201

Direct: (0253) 2230717

Fax : (0253) 2231716

Web Site : [ycmou.com/cs](http://ycmou.com/cs)

Email : [compsc\\_nsk@sancharnet.in](mailto:compsc_nsk@sancharnet.in)

# Contents

<b>Sr No</b>	<b>Topics</b>	<b>Page</b>
1.0	Message from the Vice Chancellor's Desk	3
2.0	About the University	3
3.0	About the School of Computer Science	3
4.0	Vision	4
5.0	Mission	4
6.0	Quality Framework	4
7.0	Academic year, quarter and semester system	4
8.0	Duration of programmes	4
9.0	Language of Instruction	4
10.0	Computer Programmes offered by YCMOU	4
11.0	Certificate and Diploma Programmes	5
12.0	Degree Programmes	6
13.0	Salient features of programmes	8
14.0	Phase-wise Implementation of programmes	9
15.0	Faculty Training	9
16.0	Study Material	9
17.0	Teaching Learning Process	10
18.0	On-line Learner Admission Process	10
19.0	Examination Process	10
20.0	Rules of Passing and Award of Class, Examination System and Evaluation system for computer programmes	11
21.0	Educational network for Programme Delivery	14
22.0	Way to successful business model	14
23.0	Benefits of being YCMOU Study Centre	14
24.0	Brand Name	15
25.0	Fee Structure and sharing of fees between YCMOU and Study Centre	15
26.0	Study Centre Requirements	15
27.0	Infrastructure Requirements for Certificate and Diploma Programmes (B - Category)	16
28.0	Infrastructure Requirements for Certificate and Diploma Programmes (C-Category)	16
29.0	Hardware Specifications	16
30.0	Software Specifications	17
31.0	Faculty Qualification	17
32.0	Eligibility for Examiners	17
33.0	Processing Fees and Deposit	17
34.0	Functions and duties of Study Centre	18
35.0	Documents to be attached with application form	19
36.0	Enquiries	19
37.0	Contact Points at YCMOU	19
38.0	Study Centre Application Form	20

## **1.0 Message from the Vice Chancellor's Desk**

Dear Partner,

It gives me great pleasure to introduce myself as the Vice chancellor of YCMOU which has earned for itself top honours for providing quality IT education at affordable prices. YCMOU has earned tremendous goodwill and a very good brand equity, which I want to share with you.

The IT industry has experienced a phenomenal growth all over the world. As per the WTO. India today is the fourth biggest spender in IT. In India, the IT industry has surpassed all other industries in terms of growth and returns. Due to this fact, demand for IT professionals is ever increasing. This makes IT Educational Services one of the most profitable businesses around. The field of educational services is highly rewarding academically, socially and financially. So, why not be a part of this Growth? IT education business is worth 5000 crores in India. Even if we tap 01 percent of this market, there are enough returns. Which other business can give you such returns and a noble cause of providing educational services to the youth of India? Come let us be a part of this noble business and contribute towards the growth of India.

We are looking for highly motivated, enterprising and talented individuals to be a part of our success. I welcome you to form a symbiotic relationship with us, which will be mutually rewarding.

Yours truly,

Dr. Rajan Welukar  
Vice Chancellor, YCMOU, Nashik

## **2.0 About the University**

The YCMOU was established by the Government of Maharashtra by enacting Act XX (1989). During the last nearly fifteen years, the university has made certain outstanding contributions in diverse content areas and established its unique identity in the educational setting of the country as a whole. In recognition of its achievements, the university has also been conferred with the "Award of Institutional Excellence" in Distance Education from the Commonwealth of Learning, Canada. The university presently offers 121 academic programmes and its diploma and degrees are also as equivalent to the diploma and degree of any other university for the purpose of getting employment in government and semi-government establishments.

The main aim of the YCMOU is to become a Mass Varsity and to make available to the common man educational programmes which are of practical use in his day-to-day life. The University offers offline as well as on-line academic programmes. The YCMOU has its headquarters at Nashik and provides support to its learners through study centres, which are spread all over the State of Maharashtra.

## **3.0 About the School of Computer Science**

The School of Computer Science is one of the eight schools of studies located at the headquarters of the university. The school works in a rather young discipline of computer science : the science of solving problems with the aid of a computer. Many of the real life problems require knowledge and skills from many domains like mathematics, physics, biology, psychology, mechanical and electronics engineering. Computer Science encompasses the methodology, the tools and techniques, and the theory of how information is derived, stored, manipulated, and communicated. Due to its major role in our world, computer science has become an extremely exciting field of study.

The faculty of the school is at the forefront of these new technologies with interest and expertise in a number of areas. The faculty applies its knowledge and expertise in developing relevant and career oriented computer programmes. The school has till date developed programmes at the diploma, degree and PG degree level.

## **4.0 Vision**

The school of computer science strives for academic excellence and aspires to be a premier computer teaching and research institution in the world. The school is committed to providing affordable and quality computer programmes that empower learners with computing skills needed in their world of work. The school also endeavors to provide opportunities of higher studies and research to its learners.

## **5.0 Mission**

The mission of the school is

- To use pedagogical, technological and managerial tools to develop computer programmes and offer them through an on-line mode of education.
- To update the course from time to time so as to keep them relevant and consistent with the changing environment.
- To offer academic and learner services through the Internet.
- To create strong research centre and establish linkages with other institutions so as to provide opportunities for higher studies for its learners.

## **6.0 Quality Framework**

To promote excellence, the school has evolved its quality policy and continues to build on its areas of strength as well as pursue areas of potential and need. Academic quality is sustained and enhanced by a vigorous programme of continuous improvement through evaluation and transformation of computer programmes. Efforts are taken to make the computer programmes effective and useful for learning, discovery of knowledge and community service. The school operates to increase the quality of support services through Learner Relationship Management, Study Centre Management and Learning Content Management.

## **7.0 Academic year and semester system**

A quarterly system has been adopted by the YCMOU for newly developed computer programmes. In this scheme, an academic year consists of four quarters, each of 3 months duration.

The quarterly system allows learners to be enrolled at four different quarters of each academic year.

## **8.0 Duration of programmes**

The certificate level programmes normally are of 6 months duration and the diploma level programmes normally are of 12 months duration. The degree programme has duration of 3 years.

## **9.0 Language of Instruction**

Textbooks and workbooks of computer programmes are written in English. Examination will also be conducted in English. However, your co-ordinator, instructor or counsellor may use both English and Marathi language to help you understand the subject well.

## **10.0 Computer Programmes offered by YCMOU**

Learners can join job oriented short term certificate and diploma programmes to upgrade their computing skills or they can join a degree programme to build their bright career in computer world. University offers

- Short term certificate programmes of 3 months duration
- Diploma programmes of 6 months to 12 months duration
- Degree programme of 3 years duration

All computer programmes allow course-wise admission at every quarter of the year. The computer programmes have a modular structure and provide vertical mobility leading to the award of Diploma, Degree and PG Degree in computer science.

## 11.0 Certificate and Diploma programmes

Sr No	Programme name	Duration	Total Fees (Rs)	Desirable Eligibility
1	Programming Expertise in C	3 months	2000	Computer Fundamentals
2	Data Structures through C	3 months	2000	Computer Fundamentals
3	Data Structures through C++	3 months	2000	Computer Fundamentals
4	OOPs and C++	3 months	2500	C programming
5	Building Portals through ASP.NET	3 months	2500	VB.NET
6	Programming Excellence through C#	3 months	1000	C programming
7	Programming Excellence through VB.NET	3 months	2500	C programming
8	Distributed Computing through COM/DCOM	3 months	3500	Visual programming
9	Enterprise Solutions using J2EE	3 months	3500	C programming
10	Visual Programming	3 months	3500	OOPs and C++
11	DirectX Game Programming	3 months	4000	Visual programming
12	Writing Windows Device Drivers	3 months	4000	C programming
13	Embedded Systems	3 months	9000	C programming
14	<b>Diploma in Embedded Systems</b> <ul style="list-style-type: none"> <li>• Programming Expertise in C</li> <li>• OOPs and C++</li> <li>• Writing Windows Device Drivers</li> <li>• Embedded Systems</li> </ul>	6 months	17000	Computer Fundamentals
15	<b>Diploma in Programming Languages</b> <ul style="list-style-type: none"> <li>• Programming expertise in C</li> <li>• Data Structures through C or C++</li> <li>• OOPs and C++</li> <li>• Programming Excellence through VB.NET / Enterprise solutions using J2EE / Programming Excellence through C#</li> </ul>	6 months	**	Computer Fundamentals
16	<b>Diploma in Game Programming</b> <ul style="list-style-type: none"> <li>• Programming Expertise in C</li> <li>• OOPs and C++</li> <li>• Visual Programming</li> <li>• DirectX Game Programming</li> </ul>	6 months	12000	Computer Fundamentals
17	<b>Diploma in .NET Programming</b> <ul style="list-style-type: none"> <li>• OOPs and C++</li> <li>• Distributed Computing through COM/DCOM</li> <li>• Programming Excellence through VB.NET / Programming Excellence through C#</li> <li>• Building Web Portals through ASP.NET</li> </ul>	6 months	**	C programming Visual Programming
18	<b>Diploma in Computing</b> Learner is eligible for diploma if he passes any	6 months	**	-

Sr No	Programme name	Duration	Total Fees (Rs)	Desirable Eligibility
	4 courses included in BSc(BIS) degree or any four certificate programmes			
19	<b>Advance Diploma in Computing</b> Any 8 courses included in BSc(BIS) degree or any eight certificate programmes	12 months	**	-

\*\* The total fees of these programmes depend on the courses selected by the learners

## 12.0 Degree Programme : BSc(Business Information System)

The aim is to produce graduates who have a good grounding and a wide range of knowledge and competence in the sector of information science. It is designed to provide learners with the requisite management, business, strategic, and technical skills needed to help their companies apply information systems more efficiently and effectively. This shall enable graduates to apply for work in the field of the production, development, management and maintenance of software systems.

### 12.1 Eligibility

- 10+2 or equivalent OR
- 3 year diploma from state board of technical education

### 12.2 BSc(BIS) Programme Structure

#### Semester I

<i>Sr No</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credit Points</i>	<i>Fee in Rs</i>
1.	Computer Fundamentals	C	4	2000
2.	Programming Expertise in C	C	4	2000
3.	Office Tools	E	4	2000
4.	Data structure using C	C	4	2000
				<b>8000</b>

#### Semester II

<i>Sr No</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credit Points</i>	<i>Fee in Rs</i>
1.	OOPs and C++	C	4	2000
2.	Programming Excellence through VB.NET	C	4	2500
3.	Building Web Portals through ASP.NET	E	4	2500
4.	Linux	E	4	2000
				<b>9000</b>

#### Semester III

<i>Sr No</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credit Points</i>	<i>Fee in Rs</i>
1.	Operating Systems	C	4	1000
2.	Systems Analysis and Design	C	4	1000
3.	Business Information Systems	C	4	2000
4.	Principles of Data Base management System	C	4	1000
				<b>5000</b>

#### Semester IV

<i>Sr No</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credit Points</i>	<i>Fee in Rs</i>
<i>1 to 4</i>	<i>Learner can select any 4 courses from the list of electives of Group-A or Group-B**</i>	<i>All courses are Electives</i>	<i>Each course has 4 CP</i>	<i>Depends on Courses Selected</i>
			16	

**Semester V**

<i>Sr No</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credit Points</i>	<i>Fee in Rs</i>
<i>1 to 4</i>	<i>Learner can select any 4 courses from the list of electives of Group-A or Group-B **</i>	<i>All courses are Electives</i>	<i>Each course has 4 CP</i>	<i>Depends on Courses Selected</i>
			16	

**Semester VI**

<i>Sr No</i>	<i>Course Name</i>	<i>Course type</i>	<i>Credit Points</i>	<i>Fee in Rs</i>
1.	Project	C	12	4000

**Note :**

\*\* learner should select at least 1 course from group B

C : Compulsory core courses

E : Elective courses : Learner can select any other courses from the list of elective courses. For 2005-2006 batch courses mentioned in Sem I , II and III are compulsory. Learner has no choice to select other elective.

**12.3 Electives for BSc(BIS)**

(The work of development of various courses is under progress. Learner should select elective courses which have been developed)

<b>Sr No</b>	<b>Course Name</b>	<b>Course Type</b>	<b>Credit Points</b>	<b>Fee in Rs</b>
<b>Group-A elective courses</b>				
1.	Visual Programming	E	4	3500
2.	Programming Excellence through C#	E	4	2500
3.	Enterprise solutions using J2EE	E	4	3500
4.	Distributed Computing through COM/DCOM	E	4	3500
5.	DirectX Game Programming	E	4	4000
6.	Writing Windows Device Drivers	E	4	4000
7.	Embedded Systems	E	4	9000
8.	Data Communication and Networking	E	4	1000
9.	JAVA	E	4	2000
10.	Advanced JAVA	E	4	2000
11.	ORACLE	E	4	3500
12.	Statistical Techniques (quantitative analysis)	E	4	1000
13.	Computer Organization	E	4	1000
<b>Group-B elective courses</b>				
14.	Enterprise Resource Planning(ERP)	E	4	1000
15.	Office Automation and Management	E	4	1000
16.	Introduction to Tax Laws	E	4	1000
17.	Supply Chain Management	E	4	1000
18.	Marketing, Sales and CRM	E	4	1000
19.	Computerised Financial Accounting	E	4	2000
20.	E-Commerce	E	4	1000
21.	Electronic Publishing	E	4	2000

**Note:** The list may be updated from time to time as per need of the industries.

### 13.0 Salient features of the computer programmes

- **Job oriented short term programmes**  
The certificate and diploma programmes have been designed to provide computing skills needed in industry and business enterprises. Some of the short term programmes are designed to enable learner to start his own business.
- **Career oriented Degree programmes**  
The degree programme is targeted to equip learner with skills required for designing, developing and managing Business Information Systems in industries and other sectors.
- **Flexible course options for Certificate and Diploma programmes**  
Computer industry requires variety of computing skills. University provides wide options for selection of computer courses.
- **Flexible course options for Diploma and Degree programmes**  
Learners can obtain BSc(BIS) degree by successfully completing 18 computer courses and 1 project. The project and the 9 courses are compulsory but learner has great flexibility in selecting any 9 courses from the group of 17 elective courses.
- **Fees of BSc(BIS) programme and Installments**  
The total fee of the degree programme depends on the courses selected by the learner. The learner is allowed to register courses at every quarter of the year. Hence, learner has facility of paying fees in 9 installments.
- **Credit Accumulation and Credit Transfer**  
As learner keeps on studying certificate programmes one by one, his credit points in the credit bank shall accumulate. With specific combination and certain amount of credit point accumulation, he can get a diploma or a degree. Accumulation of Credit Points is useful for Credit Transfer and vertical mobility.
- **Online Registration and Examination and Instant Result**  
Learner can take online admission to various courses. The online examination enables learner to get his result and provisional mark list instantly. The certificate of successful learner is issued by the University in due course of time.
- **Interacting fellow learners and faculty online.**  
Through discussion forum available on YCMOU web site learner can solve his study related difficulties by interacting with the subject expert.
- **Courseware for every learner**  
Learner registering to the YCMOU computer programme will get individual copy of self-explanatory courseware consisting of text-book and work book.
- **Enhanced Learning through Video based Lectures**  
Video based lectures are offered at study centres to create classroom like environment. The pre-recorded video lectures by the computer experts ensure uniform, consistent and quality education.

- **eLearning for studying anywhere, anytime**

Research has proved that multimedia based learning provides better retention and transfer of knowledge. The university provides CD-ROM based as well as Internet based learning material for learner to enable him study courses according to his pace and style of learning.

- **Real Time Learning through Satellite based Virtual Classrooms**

In collaboration with the Indian Space Research Organization(ISRO), the university has established a state wide network of 100 Virtual Learning Centres(VLC) also called Virtual Classrooms. Important lectures of renowned resource persons will be delivered through this mechanism.

- **Dual degree**

Learner studying degree programme of other university is allowed to take admission to the degree programmes offered by YCMOU.

## 14.0 Phase-wise Implementation of the programmes

Programmes shall be offered in three phases. The programmes in Group-A shall be offered from 15<sup>th</sup> October, 2005. The programmes listed under Group-B and Group-C are under development and shall be implemented in subsequent phases.

Group A	Group B	Group C
Programming Expertise in C	Data Structures through C++	DirectX Game Programing
Data Structures through C	Building Portals through ASP.NET	Writing Windows Device Drivers
OOPs and C++	Programming Excellence through C#	Embedded Systems
Programming Excellence through VB.NET	Distributed Computing through COM/DCOM	
Visual Programming	Enterprise Solutions using J2EE	

## 15.0 Faculty Training

- YCMOU shall provide free training for the first batch for each course.
- Thereafter, it shall charge Rs. 3000 per participant. The TA/DA to be borne by the candidates

## 16.0 Study Material

- Linear Multimedia CD (non-interactive multimedia content with voice over. Lecture oriented video content shall be dominant) of duration 25 to 30 minutes. At least 30 hours of content shall be developed for each course.
- Learner Guide (Handout book for learner that help him follow the contents)
- Reference book (that gives slide-wise and lecture-wise explanation)
- Exercise Book (work book that gives exercises to be done by learner in the lab)
- Instructor's book (that highlights the finer points, tips and traps)

## **17.0 Teaching Learning Process**

After enrolling to the computer programme, the next step the learner has to take is to read the text books, attend the counselling sessions and carry out practical on computer at the study centre. Thus, the three important components of the study are: **Self Study, Counselling and Practical**

### **17.1 How will learner do self study?**

This University follows open learning mode of education. Therefore, no regular lectures will be held at the study centre. However, a specified number of counselling sessions will be arranged at the study centres to solve your difficulties. Learner will be provided with a self-instructional print material. The print material consists of individualised or self-paced learning textbooks. These books consist of study units. Each unit treats a specific topic in detail. The important feature of open learning is that one can study these books at any time and at any place most convenient to him. The books contain variety of learning aids to ease the study and make it effective and enjoyable. Learner is supposed to collect the study material from the Study Centre where he has been registered.

### **17.2 How will learner get counselling?**

The purpose of counselling is to help the learner overcome many of his problems. Counselling at study centre offers the opportunity to discuss anything relating to the academic or administrative matter. The Study Centre provides friendly, accessible and useful services in this regard. Our approach is to enable learner to take responsibility, be aware of how the outside world affects him and know the implications of any new decisions that he may take.

### **17.3 How will learner carry out practical?**

As computer education entails intensive practical work as an essential part, computing facilities have been provided at a number of study centres throughout the state. Learner will have to go to his Study centre to do practical. It is the learner's responsibility to ensure that the practical time given to him at the study centre is fully and properly utilised by him. Co-ordinator of study centre is expected to solve his problems.

## **18.0 On-line Learner Admission Process**

- Study Centre shall download the Admission Form from the school website and make available to the learner.
- Learner shall fill up their admission form
- Learner shall draw the DD of "university programme fee" and attach it to the admission form.
- Learner shall submit Admission Form and DD to the Study Centre and obtain the receipt of submission of the Admission Form and the DD
- Study Centre shall upload the information of Admission Form and preserve the original form with the Study Centre
- Study Centre shall print the hard copy of the form which is up loaded on the website
- Study Centre shall submit printed copy of Admission Forms and the DDs along with consolidated list of learner at the Regional Centre and obtain the receipt of submission of the documents. Study Centre shall also collect the study material from RC.
- Regional Centre shall send Admission Form and DD to the university.
- The university shall issue receipts of the DDs to the respective Study Centres which will forward the receipts to the learners.

## **19.0 Examination Process**

The theory end examination of computer programmes shall be conducted online using the Internet. The details of the online examination shall be as follows:

- The examination timetable shall be displayed on the web site.

- Maintaining all security and confidentiality, the online software shall generate question paper for each learner from the question bank.
- The online examination shall be conducted in presence of external examiner approved by YCMOU.
- At the end of the examination, software shall print the provisional mark sheet for the learner.
- The examiner in whose presence examination has been conducted and the coordinator shall sign the provisional mark sheet.
- The detailed guidelines will be given to Examiner by SC coordinator.
- All the learners appearing for the examinations of computer programme will be given “Mark Sheets”.

## 20.0 Rules of Passing and Award of Class, Examination System and Evaluation system for computer programmes

All the courses included in computer programmes, except the project, shall carry 100 marks. Each course has 2 components (theory and practical / assignment). The weightages of the Theory and the Practical/Assignment components shall be in the ratio of 80:20. The theory paper shall carry 80 marks. The practical shall carry 100 marks. There shall be 2 home assignments for non-practical course. Each home assignment shall carry 50 marks totaling 100 marks. However, marks obtained in practical component and home assignment component shall be converted to out-of-20 marks. The sum of marks obtained in theory examination (out of 80) and the marks obtained in the practical examination/assignment (out of 20) shall be treated as the total marks of the concerned course.

### 20.1 Marking System

- The marks obtained in the theory paper(out of 80) shall be added to the marks obtained in the practical examination(out of 20) to obtain the total marks of the course. Thus all the courses of this programme shall carry total 100 marks except project course. To pass in a course, learner has to obtain minimum 40% marks in each course component i.e. in order to pass in a practical end examination or home assignment, learner should obtain at least 8 marks in it. Similarly, in order to pass in theory end examination, learner should obtain at least 32 marks in theory examination.
- The course “ project” shall carry 300 marks. To pass in the project, learner has to obtain 40% marks.

### 20.2 Award of Degree

To become eligible to get BSc(BIS) degree, learner should pass in at least 7 YCMOU courses and the project and pass or get exemption in remaining courses included in the programme.

### 20.3 Award of Class :

- **Degree:** The marks obtained in the examination of the project and the marks obtained in the examination of any 7 courses examined by YCMOU in which the learner has done best performance shall be considered for the award of a class for the degree.
- **Certificate and Diploma:** The marks obtained in all the non-exempted courses of certificate and diploma programmes shall be considered for the award of class in concerned certificate and diploma programmes.
- The class will be given according to the table on the next page.

<b>Percentage of Marks</b>	<b>Class Description</b>
75 and above	First Class with Distinction
60 -- 74.99	First Class
50 -- 59.99	Second Class
40 -- 49.99	Pass Class
Less than 40	Fail

#### 20.4 Provisional Mark sheet:

As soon as the online theory examination is over, provisional mark sheet shall be printed and signed by the external examiner as well the coordinator of the study centre. The provisional mark sheet shall be given to the learner. The university certificate shall be offered by YCMOU in due course of time.

#### 20.5 Re-Examination :

The learner who does not completed courses successfully (i.e. fails in courses) can re-appear for examination of course components in which he has failed.

#### 20.6 Evaluation :

The evaluation will be based on learner's performance in "end examinations". Each course shall have two components : a theory component (TM) and a practical component(PU)/home assignment component(HU). The examination system shall be as follows:

**TM** Theory examination will be conducted and controlled by YCMOU. It shall be organized by the Study Centre at the end of each course and conducted in the presence of external examiner. YCMOU will send guidelines regarding conduct of examination to the External Examiner. The theory examination will be conducted online(through the Internet). Learner shall take examination in presence of external examiner. The theory question paper will consist of multiple-choice questions. Total marks carried by the question paper shall be 80 marks. Each multiple-choice question will carry marks ranging between 2 to 6 marks depending on its complexity. The duration of the paper will be one hour. The distribution of questions in paper shall be as follows.

<b>Question Type</b>	<b>Number of Questions</b>	<b>Total Marks</b>
Multiple Choice Questions of 2 marks each	22	44
Multiple Choice Questions of 4 marks each	6	24
Multiple Choice Questions of 6 marks each	2	12
<b>Total Marks</b>		<b>80</b>

**PU** Practical examination will be conducted and controlled by YCMOU. It shall be organized by the Study Centre at the end of each course and conducted in the presence of external examiner. YCMOU will send guidelines regarding conduct and assessment to the External Examiner. The practical examination will carry maximum of 100 marks and will have duration of 90 minutes. The distribution of 100 marks is as follows:

<b>Activity</b>	<b>Marks</b>	<b>Duration</b>
Conduct of Practical	60 marks	60 minutes
Assessment of Work Book	20 marks	15 minutes
Viva	20 marks	15 minutes
Total	100 marks	90 minutes

The external examiner shall carry out the assessment of practical work. Marks obtained (out of 100) will be scaled down to 20 marks. The marks of practical examination shall be uploaded onto the web and its printed copy duly signed by the counsellor and the coordinator shall be sent to the examination department of the university

#### **HU**

The course which does not have practical component shall have Home Assignments(HU) component. The home assignments shall be designed by the university and made available to the Study Centres. Each such course shall have two home assignments each carrying 50 marks. The counselor of the respective course at the Study Centre shall assess the home assignments. The marks of home assignments shall be uploaded onto the web and its printed copy duly signed by the external examiner and the coordinator shall be sent to the examination department of the university.

### **20.7 Creation of Pool of Examiners/supervisors**

The University shall create a pool of examiners/supervisors by nominating experts from colleges/schools/industries and other sources. The supervisor shall supervise online theory examination. The examiners shall conduct practical examinations at the Study Centre. The university shall provide orientation to the examiners. The university shall prepare a list of randomly selected examiners for each study centre. The list shall be sent to the Study Centre. The Study Centre shall contact one of the examiners and organize the theory and practical examination according to the timetable specified by the university. The password for online examination shall be sent to the examiner directly. The practical examination papers shall also be sent to the examiner directly.

### **20.8 Payment of Honorarium to the experts /examiners involved in theory end examination, practical end examination and assessment of home assignments**

The honorarium for conduct of theory end examination, practical end examination and assessment of home assignments shall be paid to the concerned experts by the concerned Study Centre according to the guidelines given by the university. The details are being worked out.

### **20.9 Examination of Revised Courses**

Computer field being very dynamic, frequent up gradation of syllabus is required from time to time. If the university does revision of any part of the content of the course, it shall be informed to the learners via Study Centre and the web. Repeater learners of the old batches of this programme shall prepare for the examination with the revised syllabus. They shall appear for the examination with all other learners of the new batch. No separate examination with old syllabus shall be conducted for repeater learners.

## **21.0 Educational network for Programme Delivery**

Keeping in line with its vision of taking education to every home, the University takes care to provide its academic programmes to the learners located in different parts of the Maharashtra. The University is not merely an examining body. It takes full responsibility for the entire teaching learning activity and evaluation of learners. The instructional package consists of the following components:

- Study material developed by experts using instructional technology.
- Good quality instructional text adopted from the market.
- Face-to-face contact sessions organised at the Study Centres.
- Practical component handled at the study centre.
- Evaluation of learners at examination centre.

### **21.1 Regional Centre**

With a view to ensure effective delivery mechanism, the operations of the University were decentralised. University has established eight Regional Centres at the following places: Amarawati, Nashik, Pune, Nagpur, Aurangabad, Mumbai, Kolhapur and Nanded. The Regional Director heads each Regional Centre. The Regional Centre serves a vital link between the headquarters and Study Centres. For detail information of RC see the Appendix E.

### **21.2 Study Centre**

The Study Centre is a Computer Institute recognized by YCMOU. The co-ordinator of the study centre shall look after all the activities of his centre including the practical of learners. The learners are supposed to do practical at the Study Centres. The co-ordinator of the Study Centre will give the completion certificate for the completed workbook. The YCMOU study centres perform the following important functions:

- Distribute prospectus to the learner and collect application form.
- Implement the Book bank scheme.
- Organize counseling sessions regularly
- Arrange practical sessions
- Conduct practical examination at the end of each module.

## **22.0 Way to successful business model**

The human evolution is in itself a learning process. The knowledge gained by mankind has been through a learning cycle comprising trial-error-trial-error. YCMOU has already gone through the learning cycle and has evolved a winning formula to run the study centre. As a study centre, you save a lot of time and resources to evolve a successful business model. So by investing in a study centre you drastically reduce the chances of failure and save valuable time and resources. Statistics also reveal that the failure rate in business ventures is quite low in study centre as compared to individual start-ups.

## **23.0 Benefits of being YCMOU Study Centre**

YCMOU would provide the following assistance to the study centers :

- Training to faculties
- Lecture-wise Power point slides, Assignment-wise workbook for learners
- Common queries and answers handbook to instructors
- Complete video recordings of all lectures
- Online examination for learners
- Advertisements and programme promotion

- Online study centre management

## 24.0 Brand Name

Customers today are highly quality conscious and hence prefer established brands. In IT educational services career-conscious learners always opt for recognized and established institutes rather than new entrants. YCMOU would provide your business the much-needed brand image which can act as the necessary launch pad for taking your business to new heights. In recognition of its achievements, the university has been conferred with the “Award of Institutional Excellence” in Distance Education from the Commonwealth of Learning, Canada. By becoming a study centre, you will become a part of our mission to deliver quality education at a reasonable cost.

## 25.0 Fees Structure and Sharing of Fees between YCMOU and the Study Centre

The fees collected from the learners shall be distributed between YCMOU and study centre in the ratio of 30:70. The lookup table of fee distribution for some of the courses is given below.

Sr No	Programme name	Total Programme Fee	University Fee	Study Centre Fee (SC Share)
1	Programming Expertise in C	2000	600	1400
2	Data Structures through C	2000	600	1400
3	Data Structures through C++	2000	600	1400
4	OOPs and C++	2000	600	1400
5	Building Portals through ASP.NET	2500	750	1750
6	Programming Excellence through C#	2500	750	1750
7	Programming Excellence through VB.NET	2500	750	1750
8	Distributed Computing through COM/DCOM	3500	1050	2450
9	Enterprise Solutions using J2EE	3500	1050	2450
10	Visual Programming	3500	1050	2450
11	DirectX Game Programing	4000	1200	2800
12	Writing Windows Device Drivers	4000	1200	2800
13	Embedded Systems	9000	2700	6300

## 26.0 Study Centre Requirements

### 26.1 Who can apply for the Study Centre?

The private or govt. institutes as well as colleges having infrastructure mentioned here may apply for YCMOU Computer Study Centre.

### 26.2 Categories of the Study Centre

The Study Centres are divided into certain categories. The **Category-B** centres are entitled to run degree programmes where as **Category-C** centres are authorized to run certificate and diploma programmes.

### 26.3 How to apply for YCMOU Study Centre?

The private or govt. institutes as well as colleges having infrastructure mentioned here may apply for YCMOU Computer Study Centre.

## 26.4 How to apply

- Read this booklet thoroughly
- Down Load the Application form and Biodata form from WEB site ycmou.com/cs
- If the institute can fulfill the requirement fill the application form using computer only
- Attach the DD of processing fees of appropriate amount to the application form. (crossed demand draft of nationalize bank only in favour of “Finance Officer, YCMOU “ payable at Nashik)
- Submit the application form to the respective Regional Centre

## 27.0 Infrastructure Requirements for Degree Programme (B-Category)

### 27.1 Computing facility and Space requirement

The Computing facility and Space requirement to implement the degree programme depends on the intake capacity of the learners.

- **Intake Capacity of 30 Seats** : Total space 1500 sq. ft. This includes 2 Lecture halls each having seating arrangement of 30 learners and computer lab equipped with 15 Pentium computers.
- **Intake Capacity of 60 Seats** : Total space 2500 sq. ft.. This includes 2 Lecture hall having seating arrangement of 60 Learners and 2 labs each equipped with 15 Pentium computers. In addition to this video projector is required.

### 27.2 Staff

- Minimum academic staff: 1 Coordinator, 2 full time Lectures, 3 visiting lectures and 1 Lab assistant.

### 27.3 Learning Resource Centre

- Multimedia P4 Computer with Internet Connection
- Seating capacity of the room: 15 Learners
- Library having 200 books and 2 Magazines related to computer science

## 28.0 Infrastructure Requirements for Certificate and Diploma Programmes (C-Category)

### 28.1 Computing facility and Space requirement

- Space Requirement 750 sq. ft.. This includes 1 Lecture hall having seating arrangement of 30 Learners and 1 lab of capacity of 10 Pentium computers.

### 28.2 Staff

- Minimum academic staff : 1 Coordinator, 2 full time Lectures.

## 29.0 Hardware Specifications

### 29.1 Computers with following specifications

- 80 GB Hard Disk, 256 MB RAM
- SVGA color monitor
- CD-ROM drive, Speaker/Head Phone

## 29.2 Some of the computers should have following specifications

- At least one computer should have 17” monitor
- At least one computer should have CD Writer
- At least one computer should have DVD drive
- At least 5 Pentium VI machines should have 800 MHz speed
- At least 5 computers should be on 100 mbps LAN
- At least 5 computers should be supported by UPS

## 29.3 LAN

All the computers should be on LAN with network connection with 100 MBPS transmission rate

## 29.4 Printer

Laser or InkJet with minimum 300 DPI : 1 No

## 29.5 Internet connectivity 128 Kbps

## 30.0 Software Specifications

- Windows 2000 Professional or Windows XP Professional
- Turbo C++ 3.0
- Microsoft Visual C++ 6.0
- Embedded VC++ 4.2
- Microsoft Device Driver Development Kit
- Microsoft Visual Studio .NET Enterprise Edition
- Microsoft Windows CE Version 5.0

## 31.0 Faculty Qualification

- Computer Graduate
- Computer Diploma holder with 1 year teaching experience
- Any graduate with 3 years computer teaching experience

## 32.0 Eligibility for Examiners

- Computer professional with a degree in any discipline with three-year experience in computer field.
- College lecturer in computer/IT subject with one-year experience.
- College lecturer in Electronics/E&T subject having and one-year experience in computer.

## 33.0 Processing Fees and Deposit

The Institute has to pay non refundable processing fees with the application form and institute approved as Study Centre are required to pay the refundable interest free deposit as follows:

Sr. No.	Institute Type	Certificate & Diploma Programmes		Degree Programmes	
		Processing fee	Deposit	Processing fee	Deposit
1	College	2000/-	15000/-	5000/-	20000/-
2	Private Institute	2000/-	30000/-	5000/-	100000/-

**Important Note :**

- At the time of refund of deposit, 15% amount will be deducted as administrative charges.
- **Carefully preserve the original receipt of deposit.** It will be required at the time of refund of deposit.
- Processing Fees for Study Centres which are located outside Maharashtra different than given in the above table. (Interested institutes outside Maharashtra should send their profile by e-mail at : compsc\_nsk@sancharnet.in)

**33.1 Charges for dongle**

YCMOU shall provide Multimedia CDs for various courses to the Study Centre. Learners are supposed to study their courses using these CDs. The CDS are copy right protected and require dongle to use them. Hence, Study Centre shall have to purchase a LAN version of the dongle at the cost of Rs. 4000/- or single user dongle at the cost of Rs. 2500/-

**34.0 Functions and duties of Study Centre**

- Download the information of YCMOU computer programmes and make it available to the learners.
- Download Admission Form and make it available to the learners
- Help the learner to fill the application form.
- Collect the application forms from the learner along with DD of “university programme Fees”
- Check the application form the learner has filled
- Check the eligibility of the learner
- Give the receipt of the Admission Form and DD to the learner
- Upload the information of Admission Form on to the web.
- Make the list of learners enrolled for the YCMOU programmes in a format given by the ycmou
- Submit the learners List, application forms and DDs at the regional centre on or before the last date.
- Collect the study material from RC and distribute it to the learners.
- Maintain the register of issue of study material to the learners.
- Plan the counseling session and practical session of programmes for which learners has taken the admission communicate it to all the learners.
- Maintain the learners’s attendance record of practical and counseling sessions
- Organize the practical and online theory examination according the guidelines issued from YCMOU
- Make the payment of honorarium to the examiners called for conducting the examination
- Provide Internet facility to the examiner to upload marks on the web site
- Participate in the academic and evaluation activities of the university.
- Display the circulars sent by the university on the notice board for learner information.
- Make available timetable of end examination to the learners
- Receive the mark sheets and certificates of learners from YCMOU and issue them to the learners
- Make available re-examination form to the repeater learners, help them to fill it and submit all the forms to the examination department of ycmou.
- Maintain the record books as per the guideline of ycmou.
- Every Study Centre should enroll minimum of 30 learners every year. Other wise it may be closed by the YCMOU.

### 35.0 Documents to be attached with the Study Centre application form

Sr.No	Documents
1	Xerox copy of society /Trust Registration document (if any)
2	List of members and their addresses in the management committee/trust
3	Resolution of the Society/Trust regarding starting of Study Centre
4	Approved plan of the building
5.	If centre building used on rent then agreement copy of rent otherwise ownership document
6	Layout of centre showing interior design of each room
7.	Photographs of each room
8.	Photograph of the building (front side)
9.	List of books recommended by the YCMOU for computer programmes
10.	List of other computer books, magazines and CDs
11.	Bio-data of the Head of centre
12.	Bio-data of the full time faculties
13.	Bio-data of technical and administrative staff (if any)
14.	Income tax returns of last three financial years / Audited statements in case of colleges.
15,	Boucher of the courses currently offered by the institution
16.	Enrollment figures of the last three years
17.	Note on short term and long term vision and its financial aspect
18.	Recommendations from two renowned personalities/institutions

### 36.0 Enquiries

The School of Computer Science has set up a web site at [www.ycmou.com/cs](http://www.ycmou.com/cs). Important information about academic matters and implementation details of computer programmes is made available on the web site. You are encouraged to visit the site and get the necessary help.

When you want to communicate with the University, kindly communicate via e-mail ([comp\\_sc\\_nsk@sancharnet.in](mailto:comp_sc_nsk@sancharnet.in)) and identify yourself clearly by giving institutes name and address. Also write in a precise manner referring to each matter of importance with sub-heading and paragraph numbering, in so far as possible.

### 37.0 Contact Points at YCMOU

Type of Query	Person to be contacted
<b>1. Policy Matters</b>	Rajan Velukar, Vice Chancellor
<b>2. Academic Matters</b>	R. S. Tiwari, Director, School of Computer Science P L Khandare, Lecturer, School of Computer Science Madhav Palshikar, Lecturer, School of Computer Science
<b>3. Learner Services</b>	M V Palshikar, Study Centre Management, School of Computer Science
<b>4. Registration</b>	Mr. N R Shinde, Acting Director, Students Services Division Mr. Jaywant Khadtale, Assistant Registrar, Registration Section
<b>5. Examination</b>	Dr. Prakash Atakre, Director, Evaluation Division and Controller of examination Mr. Sanjay Kumar Jain, Coordinator, CLET, Evaluation Division Smt. Suvarna Chavan, Deputy Registrar, Examination Section



# Yashwantrao Chavan Maharashtra Open University, Nashik

Dnyangangotri, Near Gangapur Dam, Nashik-422 222,  
Ph: 2230717, 2231714 Fax : 2231716  
email : compsc\_nsk@sancharnet.in Web : www.ycmou.com/cs

## Application Form for Computer Study Center

### Short Term Computer Programmes and BSc(BIS)

Photo  
of the  
Head or  
Proprietor or  
Principal

Head/Principal/Proprietor

Photo  
of the  
Co-ordinator

Coordinator

<b>1.0 Information of Parent Organization</b>	
1.1	Name of the Parent Organization
1.2	Address
1.3	City/Town
1.4	Tehsil
1.5	District
1.6	PIN Code
1.7	Telephone with STD Code
	Office



3.22	E-Mail	
3.23	Name of the person who will work as coordinator	
3.24	Residential Address	
3.25	Phone with STD Code	Office
		Residence
3.26	Mobile No	
3.27	E-Mail	

<b>4.0 Details of Infrastructure Facilities available</b>				
Give details of space available at your institute.				
Sr. No.	Use of Rooms	Dimensions in Ft..	Area in Sq. Ft.	Student Capacity
1.	Lecture Hall-1			
2.	Lecture Hall-2			
3.	Lecture Hall-3			
4.	Laboratory -1			
5.	Laboratory -2			
6.	Counselling Room			
7.	Office			
8.	Staff Room			
9.	Waiting Room			
10.	Library			
Total Space available is : _____ Sq. Feet				

<b>5.0 Library details</b>		
Sr. No.	Library Details	Details
1	Size of Stock Room	
2	Size of Reading Room	
3	No. of Books related to short term (3 months) programmes	
4	No. of other Computer Books	
5	No. of Journals/Magazines	
6	No. of Learning CDs	
7	Subject wise list of books/magazines/ CDs	Use Appendix -A

<b>6.0 Furniture and Fixtures : (Provide details of furniture and fixtures)</b>				
No. of Tables	No. of Chairs	No. of Cup-boards	No. of File Cabinet	No. of Fans

<b>7.0 Details of Teaching Aids (Provide details of Teaching Aids)</b>			
Television Set	OHP	Slide Projector	CD Player
Yes / No	Yes / No	Yes / No	Yes / No

<b>8.0 Details of Internet Account</b>	
8.1	Name of Service Provider
8.2	Type of account (ISDN / Dial-up / Leased Line)
8.3	Account Number
8.4	Number of hours

<b>9.0 Details of Computers and Peripherals</b>									
Provide details of computes available (If center has more computers, use separate paper)									
Sr No	Computer Type P1/P2/P3/P4	CPU Speed	RAM MB	Hard Disk Capacity GB	Monitor Type Mono / Color	FDD 1.44 MB	CD Drive Yes/ No	Is Multi media Ready Yes/No	Name of OS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

<b>10.0 Details of Printers</b>			
Sr No	Printer Type	Make	Speed
10.1	DMP		
10.2	Inkjet		
10.3	Laser		

<b>11.0 Details of LAN</b>					
Type Client- Server OR Peer-to- peer	Network operating system	Number of computers on LAN	Make of HUB/Switch	Number of ports on HUB/Switch	Speed of HUB

<b>12.0 Details of Peripherals</b>		
Sr No	Device Type	Details
12.1	Scanner	
12.2	Plotter	
12.3	CD-Writer	
12.4	Video Camera	
12.5	UPS	
12.6	Stabilizer	
12.7	Modem	

<b>13.0 Details of Accreditation and Membership</b>	
13	Provide details if your center is accredited to some organization.
13	Provide details if your center has membership of some organization like CSI.

<b>14.0 Details of Other Facilities</b>		
14.	Is drinking water facility available in the institute?	Yes/No
14.	Is sanitation facility available in the institute?	Yes/No
14.	Is ladies room available in the institute?	Yes/No

<b>15.0 Details of Staff</b>					
Sr. NO.	Name of counsellor	Educational Qualification	Teaching Experience in Years	Subject taught?	Telephone Number (Residence)
15.					
15.					
15.					
15.					
15.					

(Attach the bio data of 2 faculties minimum as per the format given in Appendix-B)

<b>16.0</b>		<b>Details of Bank Account of the Center</b>	
16.	Name of Bank		
16.	Name of Branch		
16.	Name of Bank Account		
16.	Account Number		

<b>17.0</b>		<b>Details regarding Nearest Study Center(SC)</b>	
17.1	Name of nearest YCMOU Computer SC		
17.2	Address of the nearest study center		
17.3	Distance from your institute (in Km.)		

<b>18.0</b>								<b>Financial Status (To be submitted by private institutes only)</b>			
Yearly Income and Expenditure Statement : Give details for the last financial year.											
Number of students enrolled	Total fees Collected (A)	Expenditure				Total Expenditure (B)	Net Income A-B				
		Total Faculty Salary	Total computer maintenance charges	Cost Books purchased	Other (electricity/telephone/rent etc)						

<b>19.0</b>		<b>Reference</b>			
19.1	Give the details, in the following table, of two well known persons(for example Bank Manager, Principal, Head Master etc.) who know about your institute.				
19.2	Name	Address		Designation	Phone
19.3	Attach recommendation letters from above two persons on their letterheads. Use the format given in Appendix-B.				

The information filled in the Form is true to the best of my knowledge.

**Seal**

**Name & Signature of  
Principal of College / Institute**

**Place:**

**Date:**

**For YCMOU use only**

Date of committee meeting

Recommendation of the committee

Remarks of the SCM coordinator

**Appendix-A**

**Part I : Library Books & Magazines**

**Books :** Provide the details of the books related to computers. If the following table is insufficient, use separate paper.

Sr No	Name of Book	No. of copies
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Magazines :** Provide the details of Computer related Magazines subscribed by you.

Sr No	Name of Magazine
1	
2	
3	
4	
5	

**CBTs :** Provide the details of CBTs available at your Center.

Sr No	Name of CBT
1	
2	
3	
4	
5	

## **Part II : Software**

**Software :** Provide the details of the software available at your center

Sr No	Name of Software	Version No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

## Appendix-B

### Remarks of the Referee

(To be submitted by “Private Computer Institutions only” on the **letterhead** of the referee)

Name of the Referee

---

Designation of the Referee

---

Address of the Referee

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I know Mr/Mrs ..... for last ..... years. The academic performance and financial position of his/her institute is strong enough to implement YCMOU Computer Programmes.

I recommend / do not recommend his/her institute as a Study Center for implementation of YCMOU computer programmes.

(Signature of the Referee)