Yashwantrao Chavan Maharashtra Open University Nashik

Prospectus
2020 – 2021

P134 - B.Sc. (Computer System Administration)

Role based and Work & Performance Centric Degree Program in collaboration with Maharashtra Knowledge Corporation Limited (MKCL)

Yashwantrao Chavan Maharashtra Open University (YCMOU)
Dnyangangotri, Govardhan, Near Gangapur Dam,
Nashik – 422 222
Tel: (0253) 2231714, 2231715, 2230717
Web Site: http://ycmou.digitaluniversity.ac
Email: scmcs@ycmou.digitaluniversity.ac

Maharashtra Knowledge Corporation Limited (MKCL)
ICC Trade Tower, 'A' Wing, 5th Floor,
Senapati Bapat Road, Shivajinagar, Pune 411 016
Tel: +91 20 4011 4500 / 4501
www.mkcl.org
http://mfs.mkcl.org

Contents:

Sr. No.	Title	Page No.
	Important Dates	4
1	About the University	5
2	About the School of Computer Science	5
3	Educational Collaboration with MKCL	6
4	Need of the B.Sc. (Computer System Administration) Degree Program	6
5	Study Center @ Work Place	6
6	Duration and Credit Pattern	7
7	Eligibility and documents to be attached along with admission form	7
8	Language of Instruction	7
9	Educational Network for Program Delivery	8
10	Teaching Learning Methodology	8
11	Role Of The Industry	9
12	Program Structure for B.Sc. (Computer System Administration)	10
13	Fees	11
14	Admission Process: How to Seek Admission…	11
15	Evaluation	13
16	Contact Points	16
17	Contact Details of the Regional Centres	17
18	List of Study Centers@ Workplace	18
	Appendix A -University Program Fees distribution	19
	Appendix B –Learner Declaration	19

विद्यापीठ गीत



एक प्रतिज्ञा असे आमुची ज्ञानाची साधना ।
चिरंतन ज्ञानाची साधना ।
ज्ञान हेच संजीवन साऱ्या जगताच्या जीवना ।। धृ ।।

ज्योत जागवू सुजाणतेची सकलांच्या अंतरी ।
तीच निवारील पटल तमाचे प्रभात सूर्यापरी ।
ज्ञानच देउळ, ज्ञानच दैवत, प्रगतीच्या पूजना ।। १।।

नव्या युगाचा नव्या जगाचा ज्ञान धर्म आहे ।
त्यातच अमुच्या उजळ उद्याचे आश्वासन राहे ।
मुक्त करिल तो परंपरेच्या बंदिघरातुन मना ।। २ ।।

हाच मंत्र नेईल आम्हाला दिव्य भविष्याकडे ।
न्यायनीतीचे पाऊल जेथे भेदाशी ना अडे ।
जे जे मंगल पावन त्याची जेथे आराधना ।। ३ ।।

कुसुमाग्रज

School of Computer Science

Dr. Pramod L. Khandare, Director
Shri Madhav V. Palshikar
Shri Anil Gaikwad, R.F.
Smt. Monali Borade J.C.

Student Services Division

Dr. Prakash Deshmukh, Director
Mrs. Shubhangi N. Patil

© 2020, Yashwantrao Chavan Maharashtra Open University

Publication : July 2020
Publisher : Registrar, YCMOU, Nashik - 422 222

Important Dates

Please refer the ‘Important Dates’ section on the following website for detailed and latest Administrative Calendar

Program Website: http://ycmou.digitaluniversity.ac
http://mfs.mkcl.org

Note: YCMOU/MKCL reserves right to revise the time-table.

1. About the University

The Yashwantrao Chavan Maharashtra Open University (YCMOU) was set up in July1989 by Act XX (1989) of the Maharashtra State Legislature. The degree/diploma of this University is treated as equivalent to the degree/diploma of any other university for the purpose of employment in government and semi-government establishments. One of the major goals of the University is to create, preserve and disseminate knowledge to its learners and the masses and thus become a 'Mass-Varsity'. The emphasis, throughout, is on developing educational programs which qualify a person to get a better job, to start earning on his own or help a working person to improve her/his career. Providing education through classroom-based system is expensive, rigid and puts time constraints on the learners.

Technology based education of YCMOU provides the following benefits:

- It is cost effective.
- It has outreach to the masses.
- It is flexible: 'learn anywhere and anytime and as per your pace and style of learning'.

2. 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. Through its quality policy, the School aims to enhance and sustain excellence of its educational programs. It has a vision to create computer literacy by taking computer education to the masses.

The School envisages to:

- Develop degree, postgraduate and research level computer programs for creating professional manpower required by the IT industries.
- Develop need-based and job-oriented short-term computer programs to meet the huge demand of IT skilled manpower in business and industry.
- Ensure relevance of programs by updating the curriculum dynamically.
- Provide e-Learning support to its learners.
- Establish tie-ups with industries and other educational institutions to share experience and knowledge.
- Carry out research that will help in developing new methods, tools and techniques useful for computer education and applications.
- The School imparts computer education through its Authorized Study Centres.

3. Educational Collaboration with MKCL

Maharashtra Knowledge Corporation Limited (MKCL) is a Public Limited Company promoted by the Department of Higher and Technical Education, Government of Maharashtra, India in 2001 to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general.

Yashwantrao Chavan Maharashtra Open University (YCMOU) in collaboration with Maharashtra Knowledge Corporation Limited (MKCL) is launching innovative degree programs. These Work Based programs are implemented in the real-life work environment of the industry.

These programs are in the form of eLearning supported Work Lab wherein the learners get an intensive exposure, expertise and experience practical skills under the guidance of mentor. It's an innovative learning through working paradigm through an attempt to seek a blend of the work environment and learning environment.

4. Need of the B.Sc. (Computer System Administration) Degree Program

The program has been specially designed for young aspiring professionals who want to pursue a bright career in IT infrastructure and support industry. This would enable a Learner to work in actual IT infrastructure and support industry for three years as a desktop technician/IT support engineer/ System administrator/ Security or database administrator etc. and simultaneously get a meaningful and relevant degree in Computer System Administration. There is a continuous and growing need of young professionals who can manage IT infrastructure that comprises of computers, laptops, gadgets, networking, servers, software and many such things, and also give support for its maintenance, management and troubleshooting.

5. Study Centre@Workplace

It is the industry Work Lab provided by industry partners of MKCL and authorized by YCMOU as SC@WP. Learners are expected to perform Practicals at the Work Lab by getting involved in real-life work that will be allocated to them as a part of the degree programs by respective Industry Partner.

- Learners based on his/her performance in the Practicals at the Work Lab (at SC@WP) and eLearning assignments at SC@WP shall earn Work and Knowledge Credits respectively.
- Learner shall get the following at SC@WP:
  - Work Lab in form of Real-life work environment (every day, normally for 8 hours)
  - eLearning environment (every day)
  - Mentoring (interactions with mentor)
- The list of SC@WP as Industry Partners can be viewed on following websites:

  http://mfs.mkcl.org

6. Duration and Credit Pattern

Degree programs: 3 years

The learner should complete the degree program within a maximum period of 5 years.

Semester System

Semester system has been adopted by YCMOU for these work based Degree Programs. Each academic year consists two semesters each of 6 months duration.

The admission for each academic year shall be done **only once** in a year whereas the examinations shall be conducted **at the end of each semester.**

Programs Code	Programs Name	Credit Points	Minimum Duration	Maximum Duration	Total No. of Semesters
P134	B.Sc. (CSA)	132	3	5	6

Credit Pattern

YCMOU has accepted a modular program structure. Each program consists of number of courses. Theory courses are of 4 credit points while practical course are of 2 credit points. The Project course in Degree programs is of 6 credit points. One credit point denotes around 35 to 40 hours of study which includes self-study, practicals and counseling.

7. Eligibility and documents to be attached along with admission form

- At present there is **no provision** in the University to admit international learners.
- **Selection process shall be made available on the website:** http://mfs.mkcl.org

Eligibility

Mandatory: The learner should have passed 12th passed or 3 years Diploma from any branch after 10th

Preferred: MS-CIT and KLiC English passed candidatess will be preferred

(**Note:** Above mentioned eligibility is the basic eligibility for the degree program but Industry Partners offering Work Lab may have additional eligibility criteria industries like age, passing year, typing, gender etc. on the basis of same the provisional allocation will be done.)

Documents to be uploaded along with the Admission Form (SELF ATTESTED TRUE COPIES)

1) Age Proof (Birth Certificate, driving license, Aadhar Card, PAN Card, Leaving Certificate etc)
2) Statement of Marks of Std 10th
3) Statement of Marks of Std 12th OR Statement of Marks of all 3 years of Diploma

8. Language of Instruction

The medium of instruction of the program is English Language only. All the Study Material of the program is in English. The medium of examination will be English. However, the Coordinator, Instructor, Mentor or Counselor may use English /Marathi /Any other language to help the learners

understand the subject well. Also medium of communication required at the Work-Lab may be English/Marathi/Any other language as per the requirement of the respective industry partner.

9. Educational Network for Program Delivery

The University has its headquarters in Nashik. Keeping in line with its vision of taking education to every doorstep, the University takes care to provide its academic programs to the learners located in different parts of Maharashtra State. For this the University has established 8 Regional Centres and established the network of authorized Study Centres in Maharashtra.

The University implements this program in collaboration with MKCL. Industry partners are identified and learners are placed in industry to perform practical in real life work environment and acquire skills by practice, gain experience and knowledge of world of work.

10. Teaching Learning Methodology

A. Academic model and Learning environment

Academic model offers a unique learning environment to the learners, that comprises of

- A Work Lab for Practicals
- An eLearning framework for Theory and
- Counseling sessions / Reflection Sessions with experts/mentors

B. Academic Process

- Learners are enrolled for the three year degree program through selection process and are allotted a Work Lab made available by the industry partner for three years. Work Lab is allotted as per the selection criteria set by the industry at the time of admission.
- Learners work at the Work Lab i.e. Perform practicals by completing the allotted tasks, and interact with teammates, seniors and get involved in their work.
- Before and after the Work Lab hours, Learners access MKCL's eLearning framework for Theory component of the degree programs. i.e. to
  - Learn by exploring global best practices followed for specific profession and respective role
  - Appreciate, analyze, synthesize, and evaluate real-life case studies.
  - Derive theory out of skills practiced at the workplace.
  - Actively participate by posting and answering questions on eWorkForum – platform for sharing work situations and challenges
- Learners interact with mentors through online platform every day and meet him/her in a week-end session for
  - reflections on deriving meaning and value out of daily actions at workplace
  - discussions around actions and reflections, group activities and assessments

C. Life of a Learner

Learners enrolled for this Degree Programs experience a life *full of challenges*. These challenges are in form of

- Everyday tasks allotted at the Work Lab as well as

- Scenario based challenges through eLearning

A typical day in the life of a Learner shall involve combination of following activities in general:

1. Login to ERA
   i. Take challenges and attempt to solve
   ii. Participate and contribute to Work Forum
   iii. Interact with peers and mentors
2. Complete routine / allotted tasks at the Work Lab
   i. Complete allotted tasks
   ii. Interact with teammates
   iii. Interact with seniors
   iv. Interact with mentors
3. Login to ERA
   i. Post questions on Work Forum and attempt to answer the questions / challenges posted by peers based on real-life work experience
   ii. Update e-Portfolio based on the real-life work at the workplace

D. Study Material

Learner will get access to eBooks on YCMOU portal or in his/her ERA login and eLearning modules on MKCL's ERA (eLearning Revolution for All). Study Material available through MKCL's ERA includes situation based content for learning theoretical concepts, detailed elaboration, examples, real-life case studies and exercises. Specially designed scenarios and situation based eLearning content makes learners journey of learning joyful. The system enforces learner to go through all the modules step by step.

11.Role of the Industry

Industry Partners of MKCL i.e. Work Lab play an important role in the overall Learning Process of a Learner. Key areas of the contribution of Industry are as follows:

- **Providing Work Lab**
  - Learners are expected to complete Practicals in the Work Lab provided by the industry.
  - While the Learners are enrolled for the Degree programs, she/he will also be allotted a Work Lab, being provided by Industry Partners associated with MKCL.
  - Learners will get accommodated in routine work environment of the Industry and are expected to work as per the norms of respective Industry Partner.
  - Thus, the Industry will provide real workplace as a Work Lab for the Learners to complete the Practical's of the degree programs.
- **Award of Work Ratings**
  - Industry also contributes to the Degree by awarding Work Ratings to the Learners.
  - Work ratings are based on performance of Learners at the Work Lab. Monthly performance ratings given by the appraisers at the workplace shall get consolidated monthly for the award of Work ratings.

- **Mentoring by Industry Professionals**
  - In addition to providing Work Lab and award of Work ratings, Industry also contributes to the programs by mentoring the Learners.
  - Industry Professionals will be appointed as Mentors so as to guide Learners to derive theory out of practice at the Work Lab. Mentors offer a 'human touch' in the overall learning process of the Learners.

12.Programs Structure for B.Sc. (Computer System Administration)

B.Sc. (Computer System Administration) (2016 pattern) **Code: P134**

Course Code	Course Name	Theory/ Practical/ Project	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
CSA111	Business Communication – 1	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA112	Introduction to IT Hardware	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA113	Introduction to IT Networks	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA114	IT Skills – Basics	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA115	Lab: Troubleshooting IT Hardware	Practical	30	2	CA(20/50)	20/50
CSA116	Lab: Troubleshooting IT Networks	Practical	30	2	CA(20/50)	20/50
CSA117	Lab: IT Skills – Basics	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**
Semester 2						
ENV121	Environmental Science	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA211	Computer Security Basics	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA212	Desktop Operating Systems	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA213	Managing and Maintaining Desktop OS	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA214	Lab: Computer Security Basics	Practical	30	2	CA(20/50)	20/50
CSA215	Lab: Desktop Operating Systems	Practical	30	2	CA(20/50)	20/50
CSA216	Lab: Managing and Maintaining Desktop OS	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**
Semester 3						
CSA311	Business Communication – 2	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA312	Configuring Windows 7	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA313	Managing and Maintaining Windows 7	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA314	Configuring Windows Server 2008	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA315	Lab: Configuring Windows 7	Practical	30	2	CA(20/50)	20/50
CSA316	Lab: Managing and Maintaining Windows 7	Practical	30	2	CA(20/50)	20/50
CSA317	Lab: Configuring Windows Server 2008	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**
Semester 4						
CSA411	IT Infrastructure Support Services	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA412	Configuring Windows Server 2008 Active Directory	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA413	Configuring Windows Server 2008 Network Infrastructure	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA414	Managing and Maintaining Windows Server 2008 Network Infrastructure	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA415	Lab: Configuring Windows Server 2008 Active Directory	Practical	30	2	CA(20/50)	20/50
CSA416	Lab: Managing and Maintaining Windows Server 2008 Active Directory	Practical	30	2	CA(20/50)	20/50
CSA417	Lab: Managing and Maintaining Windows Server 2008 Network Infrastructure	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**

Semester 5						
CSA511	Soft Skills – 1	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA512	Red Hat Linux Basic Administration	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA513	Configuring and Maintaining Red Hat Linux Systems	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA514	Red Hat Linux Advanced Administration	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA515	Lab: Administering Red Hat Linux Systems – 1	Practical	30	2	CA(20/50)	20/50
CSA516	Lab: Administering Red Hat Linux Systems – 2	Practical	30	2	CA(20/50)	20/50
CSA517	Lab: Administering Red Hat Linux Systems – 3	Practical	30	2	CA(20/50)	20/50
					Total	**220/550**
Semester 6						
CSA611	Soft Skills – 2	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA612	Ethical Hacking	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA613	Advanced Security Practices	Theory	60	4	CA(20) + EE(32/80)	40/100
CSA614	Lab: Ethical Hacking	Practical	30	2	CA(20/50)	20/50
CSA615	Lab: Advanced Security Practices	Practical	30	2	CA(20/50)	20/50
CSA616	Project	Project	90	6	CA(60/150)	60/150
					Total	**220/550**

13. Fees

The total Program Fee consists of 2 independent parts:

- **University Programs Fees (UPF) -** The UPF is expected to cover the expenditures incurred or to be incurred by the university on various activities related to the program. The fees include the examination fees for the first attempt.
- **MKCL Programs Fees –** The MKCL Programs Fees is expected to cover the expenditures incurred or to be incurred by the Study Center @ Workplace on various activities related to the program.

Note: No installments in the Fees will be given.

Sr. No.	Programs Code	Programs	Fees (Rs.)		
			UPF	MKCL Programs Fees	Total
1	P134	B.Sc.(CSA) : First Year	4600/-	10500/-	15100/-
2	P134	B.Sc.(CSA) : Second Year	4600/-	10500/-	15100/-
3	P134	B.Sc.(CSA) : Third Year	5100/-	10500/-	15600/-

14. Admission Process: How to Seek Admission…

The learners interested in pursuing this degree programs can take admission to first year of degree programs. The admission process is divided into two phases. The first phase is learner selection process and second phase is registration of selected learner on university portal.

A. Learner selection process

1. Selection of a learner is made by MKCL in collaboration with Study Centers @ Workplace.
2. Detailed process is published on the website: http://mfs.mkcl.org Learner should follow the Step by step process as per the instructions given.
3. Please note that admission form sent directly to the University will **NOT** be accepted.

4. Please refer FAQs section on http://mfs.mkcl.org to go through frequently asked questions in this regard.

B. Online registration on University Portal

The learner selected in first phase will be required to do online registration on university portal.

C. Changing the Study Centre at Workplace

1. The Learner once registered, **cannot** change the Study Center @ Workplace in-between the degree programs under any circumstances. Please refer Admission Process to understand Study Center@ Workplace allocation in detail.
2. In case University discontinues a StudyCenter@Workplace, i.e. Work Lab, learners shall be transferred to other Work Lab as per the rules stipulated by the University at that time and it will be binding for the learner.

D. Cancellation of registration:

In following cases the registration for the degree programs shall get cancelled and the learner will have to re-register for the programs:

- In case the learner fails to join the StudyCenter@Workplace (i.e. Industry Partner Work Lab) on stipulated date and time OR
- In case s/he remains absent or is absconding for a period beyond consideration as per the policies of respective StudyCenter@Workplace (i.e. Industry Partner Work Lab) OR
- In case her/his performance at the StudyCenter@Workplace i.e. Work Lab is not satisfactory and therefore s/he has not been able to earn the work ratings necessary for the award of degree OR
- In case of non-performance s/he gets terminated at the Work Lab before completion of 3 years OR
- Not having necessary eligibility qualification.
- Any other reason as per University norms stipulated for this programs from time to time

E. Re-registration

1. The registration to the degree programs shall be valid for a period of 5 years including the year of registering for the first year. The learner should complete the degree programs successfully within the valid period.
2. No re-registration facility is available for this programs.

15.Evaluation

University has decided to conduct the **descriptive type** end examination pattern from academic year 2016-17. **Examination of all learners (new as well as existing) will be of descriptive type from academic year 2016-17. Repeater learners will also be required to take descriptive type examination.**

Learner shall need to successfully complete all the courses in the academic program to successfully complete the academic program.

The performance at the examinations for all the courses in the academic program (except those which are "exempted") shall determine the overall class or division or Cumulative Grade Performance Average (CGPA).

Marks system:

1. For the purpose of evaluation, there are three types of courses, namely, (i)Theory Courses (ii) Practical Course (iii) Project Course
2. For **Theory Courses**, there will be two components in examination, namely, (i) Continuous Assessment (CA) and (ii) End Examination (EE).
3. The Continuous Assessment (CA) for a Theory Course shall consist of two types
    - Work Based Assessment (work ratings awarded by SC@WP i.e. Work Lab) which will carry 10 marks
    - Knowledge Based Assessment which will also carry 10 marks

    Work ratings awarded by SC@WP i.e. Study Center @ Workplace are consolidated monthly and the average work rating for one semester is awarded for each Theory Course.

    The marks obtained by each learner in a format given in by examination section must be submitted by the Study Centre (SC) before the commencement of the EE, to the Controller of Examinations (CoE). The mark statement of the learners shall be displayed on the Notice Board by the SC and shall be uploaded by the YCMOU on its websites.
4. The EE (of 80 marks) shall be set, organized and evaluated under supervision and control of the Controller of Examination, YCMOU. The EE shall consist of compulsory questions of 5 marks each.
5. For successful completion of a Theory Course, the examinee must secure at least 40 % marks in the EE AND at least 40% in combined total of CA and EE. In case the candidate does not complete a theory course successfully, (s) he may take the EE as a repeater by paying requisite fee and by following stipulated procedure. No repeat examination in CA will be taken. (**Explanation**: A candidate has, (for a course of 100 total marks), secured 20 marks out of 20 in CA and has secured 20

marks out of 80 in EE, thus has secured aggregate 40 marks out of 100. She shall not be treated as "passed" because she has not secured 40 % marks in EE. On the other hand, a candidate who has obtained 5 marks out of 20 in CA (less than 40%) and 35 marks out of 80 in EE (more than 40%) thus securing 40 marks out of 100 in aggregate is treated as successful as she has secured more than 40% in EE and more than 40% in aggregate.)

6. There are standard errors of measurements (SEM) in any measurement process, including the psychometric process of learner evaluation. To make up for injustice which may cause to examinees failing to secure required minimum marks by less than 1 SEM of marks, "grace" marks are awarded only for the Theory courses and *Theory* part of the Theory-cum-practical courses. There shall be grace marks awarded to examinees to the extent of 4% of maximum marks for the aggregate (CA+EE). Such grace marks shall be added to EE part only if the result of such operation results in the examinee becoming successful in completion of the course. Thus, for theory course of 100 marks (EE+CA), examinees who secured EE marks (out of 80) of 28,29,30 and 31 shall be given grace marks of 4,3,2,1 respectively, provided such addition results in the successful completion of the course. The modified marks shall be shown in the EE part of the mark statement.

7. The Continuous Assessment (CA) for **Practical Courses** shall consist of two types
    - Work Based Assessment (work ratings awarded by SC@WP i.e. Work Lab) which will carry 10 marks
    - Hands on Assignments Assessment which will also carry 10 marks

    Work ratings awarded by SC@WP i.e. Work Lab are consolidated monthly and the average work rating for one semester is awarded for each Practical Course.

8. No repeater examination in Continuous Assessment will be conducted.

9. The Project Work type of courses shall be in the form of Work Report submitted by the learners at their respective Study Center @ Workplace carry marks as defined in the course structure. Of these marks to be allotted, 50% marks shall be awarded from the average of the work ratings obtained by the leanrer during his/her first 5 semesters and 50% marks shall be awarded by the External Examiner i.e. SC@WP representative on timely submission of project report at Study Center @ Workplace. The evaluation will be based on the performance of the examinee in Viva Voce, Project Report and Presentation based on the Project work. The learner needs to secure 40% marks in the Project Examination to successfully complete the course.

Leaners Evaluation with Grade system:

1. The system of examination shall be same as that with the marking with the following additional changes:

2. The marks scored by the examinee shall be converted into grade points by dividing the marks scored in the aggregate and dividing the resulting number by maximum marks, multiplying the result by ten, retaining the integer part (ignore the fractional part). Thus if a person has secured 56 marks out of 100 marks in aggregate for a course, we get (56/100) x10 which is 5.6. Ignoring the fraction, we get 5 as the grade point.
3. **Letter Grade:** It is an index of the performance of learners in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. The UGC recommends a 10-point grading system with the following letter grades and points as given below:

Letter Grade and description	Grade Point
O (Outstanding)	10
A+(Excellent)	9
A(Very Good)	8
B+(Good)	7
B(Above Average)	6
C(Average)	5
P (Pass)	4
F(Fail)	0
Ab (Absent)	0

Award of passing certificate

Award of Certificate: A learner becomes eligible for the award of certificate after successful completion of the course components included in the certificate program.

Award of Degree: A learner becomes eligible for award of degree after successful completion of the courses included in the concerned degree program.

Assessment Methodology for Continuous Assessment (CA)

A continuous comprehensive evaluation methodology is followed for role based programs in order to avoid severe asymmetry between short duration examinations and long learning period.

- Learners will earn 'work ratings' by completing Practicals at the Work Lab in the industry, which are based on the norms stipulated by industry.
- Learners will earn 'knowledge ratings' by studying theory by accessing eLearning resources and solving eAssessments
- Attitude development, ethical values and cultural dimensions, wholesome personality development are considered for the award of 'culture ratings', which are included in the work ratings.
- While the registration to the program is valid for 5 years, the duration of the Work Lab at the StudyCenter@Workplace shall be 3 years only. This means that the learner registered for this degree programs will have to earn work credits necessary for the degree by performing practicals at the StudyCenter@Workplace.

16. Contact Points

MKCL

Maharashtra Knowledge Corporation Limited (MKCL)
ICC Trade Tower, 'A' Wing, 5th Floor,
Senapati Bapat Road, Shivajinagar, Pune 411 016,
Maharashtra, India
Tel: +91 20 4011 4500 / 4501
www.mkcl.org
http://mfs.mkcl.org

YCMOU

In charge Director,
School of Computer Science,
Tel: +91 253 2230717
Email: scmcs@ycmou.digitaluniversity.ac
Website: http://ycmou.digitaluniversity.ac

17.Contact Details of the Regional Centres

Sr. No.	Name & Address of Region	District	Phone and Fax	Regional Director's Email-id
1)	**Amravati Region** YCMOU Regional Centre, V.M.V. To Valgoan Road, Post V.M.V., Amravati - 444 604	Akola Amravati Buldhana Yawatmal Washim	(0721) 2531445 **Fax** 0721-2531444	rd_amravati@ycmou.digitaluniversity.ac
2)	**Aurangabad Region** YCMOU Regional Centre, Survey No.41, Near Military Hostel, Nandanwan Colony Chhavni, Aurangabad - 431 002	Aurangabad Beed Jalna Osmanabad	(0240) 2371066, 2371077 **Fax** 0240-2371088	rd_aurangabad@ycmou.digitaluniversity.ac
3)	**Mumbai Region** YCMOU Regional Centre, Jagannath Shankarsheth M.N.C. Primary Marathi School, 2nd floor, Frear bridge (South), Nana Chowk, Grant Road (W), Mumbai 400 007	Mumbai Raigad Thane	(022) 23874186, 23826135, 23874177 **Fax** 022-23813256	rd_mumbai@ycmou.digitaluniversity.ac
4)	**Nagpur Region** YCMOU Regional Centre, Subhedar Hall, University Sports Area, Law College Campus, Ravinagar Chouk, Amravati Road, Nagpur-440001	Bhandara Chandrapur Gadchiroli Nagpur Wardha Gondia	(0712) 2553724, 25 **Fax** 0712-2553725	rd_nagpur@ycmou.digitaluniversity.ac
5)	**Nashik region** YCMOU Regional Centre, Old Municipal Corporation Building, 2nd Floor, New Pandit Colony, Nashik - 422 002	Ahmednagar Dhule Jalgaon Nashik Nandurbar	(0253) 2317063 **Fax** 0253-2576756	rd_nashik@ycmou.digitaluniversity.ac
6)	**Nanded Region** YCMOU Regional Centre, SRT Marathwada University Area, Zari Road, Near Military Boy's Hostel, Nanded - 421 606	Latur Nanded Parbhani Hingoli	(02462) 229940, 283038 **Fax** 02462-229950	rd_nanded@ycmou.digitaluniversity.ac
7)	**Pune Region** YCMOU Regional Centre, Shahir Annabhau Sathe Prashala Gruha, Mahapalika School No. 5 (Boys), 654, Sadashiv Peth, Kumthekar Marg, Pune 411 030	Pune Satara Solapur	(020) 24457914 **Fax** 020-24491107	rd_pune@ycmou.digitaluniversity.ac
8)	**Kolapur Region** YCMOU Regional Centre, Near Post Office Shivaji University Campus, Kolhapur 416 004	Kolhapur Sangli Ratnagiri Sindhudurg	(0231) 2607022 **Fax** 0231-2607023	rd_kolhapur@ycmou.digitaluniversity.ac

18. Region-wise list of StudyCenters@Workplace

Sr. No.	Industry Partner Name	Industry Partner Headquarter Address	Contact Person Name	Contact Person Email ID
1	Yashwantrao Chavan Maharashtra Open University (YCMOU)	Dnyangangotri, Govardhan, Near Gangapur Dam, Nashik - 422 222	Madhav Palshikar	palshikar_mv@ycmou.digitaluniversity.ac
2	Aditya Systems & Solutions	416, Plot No.20, Dinkar Smruti Raghuveer Society, Mukundnagar Pune -411037	Sumit Harnikar	adityasystems01@gmail.com
3	Mahavir Computech Pvt Ltd	A-3 Balaji Society, Near Aker Solutions, Baner-Mahalunge Road, Baner, Pune - 411045	Hemal Gandhi	hemal@mcpl.co
4	My Stock tally Services Private Limited	Kolaj Business Centre, 1, Paripriya Apts., 448, Gokhale Road Opp. IDBI Bank, Model Colony ShivajiNagar, Pune. 411038	Shrinivas Kulkarni	shrinivasd.kulkarni@stocktallyservices.com
5	OM Systems	Om Systems (Canon Premium Partner), 'Hari Om Empire', Office no.2, 1st Floor, S. No. 977/1/1, Model Colony, Shivajinagar- Pune - 411016	Mr. Manoj Baldawa	omsystems_canon@rediffmail.com
6	SaiYash Technologies Pvt Ltd	Mitramandal Co-operative Housing Society Ltd, 2nd Floor, 484/1+31+32, Parvati Swargate, Pune - 411009	Nayan Giramkar	nayan@sytpl.in
7	Sanveer Infotech Private Limited	Office No.1, Lokmanya House, 44, Lokmanya Colony, Near Vanaz Factory, Paud Road, Kothrud, Pune-38	Tushar Mantri	tushar.mantri@sanveerinfotech.com
8	Shashwat Solutions	105,Sankala Arcade,opp Lagubandhu Motiwale above Gandhi Khadi Bhandar, Nalstop,Pune	Jyotsna Nikumbh	jyotsna@shashwatpune.com
9	SR Abhiyantra Systems Pvt. Ltd.	C/o, Kolaj Business Center, Flat No. 1, Paree Priya Apartment, Gokhale Road, Opposite to Iris Garden Lane, Near IDBI Bank, Model Colony, Shivaji Nagar, Pune – 411016	Ravi Chavan	ravi@srabhiyantra.com
10	UNICITI SOLUTIONS PVT LTD.	207, Sita Park, Opp. ST Stand, Shivajinagar, Pune – 411005	Umesh Deuskar	umesh@uniciti.net
11	Viraj InfoSoft Solutions Pvt. Ltd.	D1, Vinayak Smruti, Backside of Parvati Mata, 359, Shaniwar Peth, Near Shinde Par, opp. Rasoi Dining, Pune, 411030	Vinit Dharankar	sales@virajsoftsolutions.com
12	WebTech Solutions		Pankaj Hingade	hellopankajin@gmail.com

Appendix A

University Program Fees distribution

Programs Code	Name of the Programs	UPF (University Programs Fees)	Exam Fees	Tuition Fees	Reg Fees	Other Fees	Dev Fund
P134	B.Sc. (Computer System Administration)- First Year	4600	1000	1000	100	250	2250
P134	B.Sc. (Computer System Administration)- Second Year	4600	1000	1000	100	250	2250
P134	B.Sc. (Computer System Administration) - Third Year	5100	1300	1000	100	250	2450

Appendix B

Declaration which has to be signed by the Learner at the time of Admission

To:
Maharashtra Knowledge Corporation Limited, Pune

I, Mr/Ms. _____, Form. No: _____, do hereby accept the Admission to the Program: BSc (CSA), and undertake the following:

A. <u>Personal information and payment of fees</u>

1. I, hereby, declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.
2. I understand and accept that the program fees paid by me is non-refundable and non-transferable to anyone else and non-transferable to next year under any circumstances.
3. I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities.

B. Work Lab

4. I understand that by accepting the Admission to this three year degree program being offered collaboratively by Yashwantrao Chavan Maharashtra Open University (YCMOU) and Maharashtra Knowledge Corporation Limited, I am getting associated with the Work Lab provided by the company/organization as per mentioned in the Admission Letter, as a Learner of this degree program for three years only.
5. I understand and accept that it is necessary for me to complete three years of Work Lab allotted to me continuously in order to get the degree mentioned above. The Work Lab once allotted shall remain the same for all three years of the degree mentioned above.
6. I understand and accept that in case I leave the Work Lab before the stipulated period of three years, I shall cease to be the Learner of BSC (CSA)
7. I understand and accept that this is purely temporary Work Lab for three years under the program mentioned above and does not guarantee any job at the company/organization mentioned in the Admission Letter, either during or after 3 years degree program.
8. I understand and accept that it is not mandatory to company/organization mentioned in the Admission Letter, to offer a job to me after completing three years of Work Lab and I have no right whatsoever to claim any permanent employment or preference in selection during or after completion of the period of Work Lab.
9. I understand and accept that it is mandatory for me to join the Work Lab on stipulated date and time as would be mentioned in the Scholarship Letter or any other form of communication from the company/organization providing Work Lab, failing which my admission to the aforesaid

degree program shall get automatically cancelled and I alone shall be fully responsible for the same.

10. I understand and accept that I shall abide by all the applicable and admissible rules, regulations and policies for scholars stipulated by the company/organization offering Work Lab to me.

Place: _____ Signature of the learner: _____

Date: _____ Name of the learner: _____

C. Learning, Assessment

11. I understand and accept that I will be regular in studying eLearning modules through the eLearning framework for which login shall be provided to me by MKCL, at mutually convenient timings agreed with the company/organization offering Work Lab. Further, I understand that it is mandatory for me to complete the eLearning modules, take interim performance tests, submit assignments, activities etc. by following the schedule published by MKCL from time to time on website. I also promise to be punctual and proactive in completing my learning and assessment activities and shall be solely responsible to follow the communication being published on the website by MKCL from time to time.

D. Other

12. I understand and accept that 100% completion of in eLearning sessions is compulsory and I commit myself to adhere to the same.

13. I understand and accept that I shall be entitled to holidays at the Work Lab as per the rules and regulations stipulated by the company/organization offering Work Lab which would be mentioned in the scholarship letter or any other form of communication to me. I understand that I will not have any right to claim for any kind of un-approved vacation other than that mentioned in the formal communication to me, which in case availed shall lead to action as per the norms of the company/organization offering Work Lab and it will be mandatory for me to abide by it.

14. I understand and accept that the terms and conditions in the scholarship letter or any other form of communication to me as a learner under the above mentioned degree program are subject to change as per University norms from time to time and shall be mandatory and binding on me.

15. I, hereby declare that, I shall be solely responsible if I am found involved in any kind of undesirable / indisciplinary activities outside the Work Lab campus. I, further understand that, MKCL shall in no way provide any support to me and shall not be held responsible for my any such action.

16. I, understand and accept that, my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me is found incorrect/ false.

17. I, hereby undertake to inform MKCL, about any changes in information submitted by me, in the Application Form and any other documents, including change in name, marital status, address, phone no. email id, from time to time.

18. I, hereby declare that, I have read the rules related to admission and that the information furnished by me is true and complete to the best of my knowledge. I am aware that my admission will be finalized by the University. I further agree that the decision taken by the University and any change made in the rules regarding admission from time to time will be binding on me.

Place: _____ Signature of the learner: _____

Date: _____ Name of the learner: _____

"We are reaching the stage where problems that we must solve are going to become insoluble without computers. I do not fear computers; I fear the lack of them"

Isaac Asimov

Recipient of the International Award for Institutional Excellence
in Distance Education from Commonwealth of Learning, Canada

Yashwantrao Chavan Maharashtra Open University

[Established by Government of Maharashtra]
Dnyangangotri, Near Gangapur Dam, Nashik - 422 222
Telephone: [0253] 2231714, 2231715, and 2230717
E-Mail: scmcs@ycmou.digitaluniversity.ac
Website: http://ycmou.digitaluniversity.ac