

Yashwantrao Chavan Maharashtra Open University

Dnyangangotri, Govardhan, Near Gangapur Dam, NASHIK – 422 222

School of Computer Science: (0253) 2230717

Web Site: http://ycmou.digitaluniversity.ac

Email: scmcs@ycmou.digitaluniversity.ac

School of Computer Science

New Study Centre Information Booklet for MCA Programme – January 2019

Contents

No.	Topics
1.0	About the University
2.0	About the School of Computer Science
3.0	School Vision
4.0	School Mission
5.0	Quality Framework
6.0	Academic year and semester system
7.0	Duration of programmes
8.0	Language of Instruction
9.0	Programmes offered by School of Computer Science
10.0	Salient features of the programmes
11.0	Study Material
12.0	Teaching Learning Process
13.0	Educational network for Programme Delivery
14.0	Programme Structure
15.0	Fees Structure and Sharing of Fees between YCMOU and the Study Centre
16.0	Norms for New Study Centre
17.0	How to apply
18.0	Schedule
19.0	Guidelines for the institutions applying for New Study Centre
20.0	Important information/procedures
21.0	Contact Details of the Regional Centres
22.0	Enquiries

School of Computer Science	Student Services Division
Dr. Pramod L. Khandare, Incharge Director	Dr. Prakash Atkare, Incharge Director
Shri Madhav V. Palshikar	Ms. Shubhangi G. Desale

1.0 About the University

Maharashtra has a long and rich tradition of educational reforms. Mahatma Jyotiba Phule, Dr. Panjabrao Deshmukh, Dr. Babasaheb Ambedkar, Bhaurao Patil, Swami Ramanand Teerth and other great thinkers and reformers have contributed to educational philosophy and movement in the state. It was therefore appropriate that the state realized the need of an Open University; The University was established on 1st July, 1989 through Act XX of 1989 of the Maharashtra State Legislature, justly named after Yashwantrao Chavan, Maharashtra's great political leader and builder of modern Maharashtra.

Due to statutory powers conferred by an Act XX (1989) of Maharashtra State legislature and the recognition by the 'University Grants Commission of India', this university is fully empowered to award various academic certifications like certificates, diplomas, and graduate, post-graduate, doctoral degrees. This university also takes all precautions, at all programme stages from 'Curriculum Design' to 'Examination', to ensure that the standards and quality of education and examinations are preserved. **The Degrees / Diploma / Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees are equivalent to the corresponding awards of the traditional Universities in the country.**

All the degree and post-graduate degree programmes are duly recognized and approved by the 'University Grant Commission (UGC)'. Hence, these programmes are equivalent to the respective programmes offered by any other statutory university in India, for the purpose of employment, promotion and further education. In this respect, the status of this university is at par with all other statutory universities of India.

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 programmes which qualify a person to get a better job, to start earning on his own or help a working person to improve his career. The University offers offline 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.

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'.

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.

Vision:

To become a **Mass Varsity**

Mission:

Through our technical, vocational, professional and liberal education programmes, application of modern communication technologies and adoption of the distance education methodology, we strive towards developing an **Innovative, Flexible and Open system of education.**

2.0 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 the certificate, diploma, UG, PG and research level programmes.

3.0 School 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.

4.0 School Mission

The mission of this school is

- To use pedagogical, technological and managerial tools to develop computer programmes and offer them through blended 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 with the help of ICT.
- To create strong research centre and establish linkages with other institutions so as to provide opportunities for higher studies for its learners.

5.0 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.

6.0 Academic year and semester system

Semester system has been adopted by the YCMOU for the computer programmes. An academic year consists of two semesters of 6 months duration.

7.0 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 and PG degree (MCA) programme has duration of 3 years.

8.0 Language of Instruction

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

9.0 Programmes offered by School of Computer Science

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

Certificate programmes, Diploma programmes, UG and PG Degree programmes.

No.	Programme Code	Name of the Programme	Refer below for the Study Centre requirements
1)	P144	Master of Computer Applications (MCA)	Study Centre Requirements for MCA Programme
2)	P131	Bachelor of Computer Applications (BCA)	Study Centre Requirements for BCA Programme **No Study Centre will be identified for BCA Programme separately this year except the institution who wants to apply for MCA and BCA both.**

10.0 Salient features of the programmes

- Job oriented Certificate and Diploma programmes
- Career oriented Degree programmes
- Online Registration
- Courseware for every learner

11.0 Study Material

- Text Books for theory component of the courses
- Lab manuals for practical components of the courses

12.0 Teaching Learning Process

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

- **Self-study:** This University follows blended mode of education. Learner is provided with a self-instructional print material. The print material consists of individualized 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 the learner. The books contain variety of learning aids to ease the study and make it effective and enjoyable. Self-study plays an important role in blended learning. Therefore the Study Centre is expected to motivate the learner to do self-study.
- **Counselling:** The purpose of counseling is to help the learners' in their study. Counselling at Study Centre offers the opportunity to discuss anything relating to the academic and/or administrative matter and to solve the difficulties faced by learner. Counselling sessions are expected to be interactive in nature involving active participation by the learners. A specified number of counselling sessions are expected to be arranged by the Study Centres. The Study Centre is expected to provide 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.
- **Practicals**: Programmes of School of Computer Science entails intensive practical work as an essential part, practical facilities have been provided at the Study Centres throughout the state. Learner is expected to go to his Study Centre to do practical. The Study Centre is expected to coordinate with the learner and counselor and then decide the time table as per their convenience. It is the learner's responsibility to ensure proper utilization of the given practical time at the Study Centre. Course Counsellor at the Study Centre is expected to solve learner's problems.

13.0 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.
- Multimedia based eLearning material.
- Face-to-face counselling sessions organized at the Study Centres.
- Practical component handled at the Study Centre.

- **Regional Centre:** With a view to ensure effective delivery mechanism, the operations of the University are decentralized. University has established 08 Regional Centres at the following places: Amravati, Aurangabad, Mumbai, Nagpur, Nashik, Nanded, Pune and Kolhapur. The Regional Director heads each Regional Centre. The Regional Centre serves a vital link between the Headquarters and Study Centres.
- **Study Centre:** The Study Centre is college/institute recognized by YCMOU. The Study Centre Coordinator is expected to look after all the academic as well as administrative activities of the Study Centre and act according to the circulars given by the university.

  The YCMOU Study Centre is expected to perform the following important functions:
  - Promotion of Programmes
  - Pre-admission counseling
  - Facilitate during the Admission Process
    - Checking eligibility of the learners
    - Download the information of YCMOU programmes and make it available to the learners.
    - Distribute the soft copy of the Prospectus to the learner and help the learner to fill the online admission form.
  - Study Material Distribution to learner.
  - Arrange and conduct Contact Sessions (Counselling and Practical Sessions).
  - Inform the learner about the University notices, circulars, schedules, etc through notice board, email etc.
  - Participate and support Examination and Evaluation activities.
    - Preserve and upload the learners' Examination data on university portal as per University guidelines.
  - Supporting the willing learners till the completion of their programmes.
  - Record keeping of all of the above.

14.0 Programmes Structure

M.C.A. Programme: YCMOU has entered into MOU with IGNOU on 29-May-2017 regarding sharing of programmes/courses within the universities. YCMOU has adopted MCA from IGNOU.

Master of Computer Applications **Code: P144**

Course Code	Course Name	Theory/ Practical/ Project	Credit Points	Assessment Type	Passing Marks
Semester 1					
MCA011	Problem Solving and Programming	Theory	3	CA(20) + EE(32/80)	40/100
MCA012	Computer Organization and Assembly language Programming	Theory	4	CA(20) + EE(32/80)	40/100
MCA013	Discrete Mathematics	Theory	2	CA(10) + EE(16/40)	20/50
MCA014	Systems Analysis and Design	Theory	3	CA(20) + EE(32/80)	40/100
MCA015	Communication Skills	Theory	2	CA(10) + EE(16/40)	20/50
MCAL016	Internet Concepts and Web Design	Practical	2	EE(20/50)	20/50
MCAL017	C and Assembly Language Programming Lab	Practical	2	EE(20/50)	20/50
		Total	**18**		**200/500**
Semester 2					
MCA021	Data and File Structures	Theory	4	CA(20) + EE(32/80)	40/100
MCA022	Operating System Concepts and Networking Management	Theory	4	CA(20) + EE(32/80)	40/100
MCA023	Introduction to Database Management Systems	Theory	3	CA(20) + EE(32/80)	40/100
MCA024	Object Oriented Technologies and Java Programming	Theory	3	CA(20) + EE(32/80)	40/100
MCAL025	Lab1 (based on MCA021, MCA022, MCA023 & MCA024)	Practical	4	EE(40/100)	40/100
		Total	**18**		**200/500**
Semester 3					
MCA031	Design and Analysis of Algorithms	Theory	4	CA(20) + EE(32/80)	40/100
MCA032	Object Oriented Analysis and Design	Theory	3	CA(20) + EE(32/80)	40/100
MCA033	Advanced Discrete Mathematics	Theory	2	CA(20) + EE(32/80)	40/100
MCA034	Software Engineering	Theory	3	CA(20) + EE(32/80)	40/100
MCA035	Accountancy and Financial Management	Theory	3	CA(20) + EE(32/80)	40/100
MCAL036	Lab1 (based on MCA032, MCA034 and MCA035)	Practical	3	EE(40/100)	40/100
		Total	**18**		**240/600**
Semester 4					
MCA041	Operating Systems	Theory	4	CA(20) + EE(32/80)	40/100
MCA042	Data Communication and Computer Networks	Theory	4	CA(20) + EE(32/80)	40/100
MCA043	Advanced Database Management Systems	Theory	4	CA(20) + EE(32/80)	40/100
MCA044	Mini Project	Practical	4	EE(40/100)	40/100
MCAL045	Lab (UNIX & Oracle)	Practical	2	EE(20/50)	20/50
		Total	**18**		**180/450**
Semester 5					
MCA051	Advanced Internet Technologies	Theory	3	CA(20) + EE(32/80)	40/100
MCA052	Principles of Management and Information Systems	Theory	2	CA(20) + EE(32/80)	40/100
MCA053	Computer Graphics and Multimedia	Theory	4	CA(20) + EE(32/80)	40/100
MCAL054	Lab (based on MCA051 & MCA053)	Practical	2	EE(20/50)	20/50
MCAE003	Artificial Intelligence and Knowledge Management	Theory	3	CA(20) + EE(32/80)	40/100
MCAE004	Numerical and Statistical Computing	Theory	3	CA(20) + EE(32/80)	40/100
MCAE011	Parallel Computing	Theory	3	CA(20) + EE(32/80)	40/100
		Total	**20**		**260/650**
Semester 6					
MCAP060	Project	Project	16	EE(80/200)	**80/200**
		Total	**16**		**80/200**

B.C.A. (Bachelor of Computer Applications) (2016 pattern) Code: P131

Course Code	Course Name	Theory/ Practical/ Project	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
AEC001	English Communication	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP501	Mathematics	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP502	Problem Solving using Computers	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP503	Programming using C++	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP701	Lab: Mathematics	Practical	30	2	EE(20/50)	20/50
CMP702	Lab: Problem Solving using Computers	Practical	30	2	EE(20/50)	20/50
CMP703	Lab: Programming using C++	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 2						
ENV121	Environmental Studies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP504	Statistics	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP505	Data Structure using C++	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP506	Computer Networks	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP704	Lab: Statistics	Practical	30	2	EE(20/50)	20/50
CMP705	Lab: Data Structure using C++	Practical	30	2	EE(20/50)	20/50
CMP706	Lab: Computer Networks	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 3						
ICT151	IT and E-Learning Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP507	Operating System	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP508	Web Technologies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP509	Database Management System	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP707	Lab: Operating System	Practical	30	2	EE(20/50)	20/50
CMP708	Lab: Web Technologies	Practical	30	2	EE(20/50)	20/50
CMP709	Lab: Database Management System	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 4						
OPN272	Financial and Investment Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP510	Computer System Architecture	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP511	Software Engineering	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP512	JAVA	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP710	Lab: Computer System Architecture	Practical	30	2	EE(20/50)	20/50
CMP711	Lab: Software Engineering	Practical	30	2	EE(20/50)	20/50
CMP712	Lab: JAVA	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 5						
CMP332	Quantitative Aptitude	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP513	E Commerce Technologies	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP514	Advance JAVA	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP515	Linux Administration	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP713	Lab: E Commerce Technologies	Practical	30	2	EE(20/50)	20/50
CMP714	Lab: Advance JAVA	Practical	30	2	EE(20/50)	20/50
CMP715	Lab: Linux Administration	Practical	30	2	EE(20/50)	20/50
					Total	**220/550**
Semester 6						
OPN273	Personality and Career Skills	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP516	Android Programming	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP517	PHP Programming	Theory	60	4	CA(20) + EE(32/80)	40/100
CMP716	Lab: Android Programming	Practical	30	2	EE(20/50)	20/50
CMP717	Lab: PHP Programming	Practical	30	2	EE(20/50)	20/50
CMP801	Project-BCA	Project	90	6	EE(60/150)	60/150
					Total	**220/550**

15.0 Fees Structure and Sharing of Fees between YCMOU and the Study Centre

The following table shows fee distribution is given below.

No.	Programme code	Year	Name of the programme	University Programme Fees (UPF)*	Study Centre Fee (SCF) *	Final Total Fee *
1)	P144	FY	Master of Computer Applications (M.C.A.)	10000	15000	25000
2)	P144	SY	Master of Computer Applications (M.C.A.)	10000	15000	25000
3)	P144	TY	Master of Computer Applications (M.C.A.)	10000	15000	25000

***** *University reserves right to change the fees as and when required.*

16.0 Norms for New Study Centre

1. Study Centre Requirements for M.C.A.

<table>
<tr><th>No.</th><th colspan="2">Requirements for intake capacity of 40 seats</th></tr>
<tr><td>1.</td><td>Conventional University/ MSBTE affiliation</td><td>Only the institutions having affiliation with UGC recognized Traditional Universities for degree/PG degree programmes or MSBTE’s 3-year Diploma Programme of Computer Science/ IT/ Computer Engineering/ Computer Management/ Computer Applications/ Computer Technology (in regular mode only).</td></tr>
<tr><td>2.</td><td>Space</td><td>Minimum Area = 2500 sq. ft.
Facilities essential for
• Separate room for Study Centre office is compulsory
• At least 2 Lecture Halls
• Computer lab(s) for at least 30 computers
• Reception room and
• Library</td></tr>
<tr><td>3.</td><td>Computers and other Hardware</td><td>• 30 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, and Networks Card OR
Minimum 10 stand alone PC’s. Rest can be Thin client/work-stations like Extenda
• At least 10 PC’s should support Windows 7 or higher version
• 2 Printers (Laser or Inkjet)
• Scanner
• LAN with 100 MBPS transmission rate
• Internet connection</td></tr>
<tr><td>4.</td><td>Software</td><td>• All the software required for the theory and the lab practical courses to be offered by the study centre</td></tr>
<tr><td>5.</td><td>Staff</td><td>Minimum staff includes
• 1 Coordinator
• 3 Full Time counsellors (Excluding Coordinator), and 4 Visiting counsellors
• 1 Lab Assistant
• 1 Clerk
• 1 Peon
Minimum Qualification of Coordinator:
M. Sc. (CS / IT) / M.C.A. / B. E. (CS/ IT) / ME (CS) / MTech (Computer) / MBA/ BTech (Computer) from UGC recognized University or equivalent
Minimum qualification of Full Time Counselor / Visiting Counsellor:
<table>
<tr><th>Sr. No.</th><th>Course Code</th><th>Educational Qualifications for Academic Counsellors (Qualification should be from UGC recognized University)</th></tr>
<tr><td>1.</td><td>MCS-011, 012, 014, 021, 022, 023, 024, 031, 032, 034, 041, 042, 043, 051, 052, 053, MCSE 001 to 012</td><td>Ph. D in Computer Science / M.Tech (Computer Science/IT)/MS (Computer Science/ IT/Software systems)/M.Phil (Computers)
OR
B,Tech (Computer Science/IT) / B.E(Computer Science/IT)/MCA /M.Sc. (Computer Science/1T) with at least 2 years of experience in teaching/ industry</td></tr>
<tr><td>2.</td><td>MCSL-016, 017, 025, 036, 045, 054 MCS-044</td><td>Ph. D in Computer Science 1 M.Tech (Computer Science/IT)/ MS (Computer Science / IT / Software systems) / M.Phil (Computers)
OR
B.Tech (Computer Science/IT)/ B.E(Computer Science/IT)/MCA / M.Sc (Computer Science/IT) with at least 2 experience of working with the software</td></tr>
</table></td></tr>
</table>

		3.	MCS-013 and MCS-033	M. Sc (Maths) or above with at least 2 years of teaching experience
		4.	MCS-035	MBA (Finance) / M.Com or above with at least 2 years of experience in teaching at Post graduate level and knowledge in accounting software packages.
		5.	MCS-015	M.A.(English) or above with at least 2 years of experience in teaching preferably in Linguistics / ELT
		Minimum Qualification of Lab Assistant: Diploma/Degree in Computer/ IT /Electronics/ Instrumentation / Electronics / Telecommunication / from UGC recognized University / Government Technical Board OR CISCO Certification/ MCSE Certification **Minimum Qualification of Clerk:** 12th Pass		
6.	Learning Resource Centre	• LCD/Video projector • Seating capacity of the room: 15 Students • Library having at least 100 books (related to MCA Programme) and 2 Magazines related to Computer Science		

- Priority will be given to institutions having good educational environment, location, strong infra structure, highly qualified staff, sanitation facility, vehicle parking space, Auditorium/Seminar Hall/Meeting Hall/ etc, Play ground etc.
- The University will be the ultimate authority to decide whether to grant the approval or non-approval of Study Centre in consistent with YCMOU rules, regulations, policies and powers without assigning any reason and without any reimbursement for loss from YCMOU to the organization.

2. Study Centre Requirements for BCA Programme:

No.	Requirements for intake capacity of 60 seats	
1.	Conventional University/ MSBTE affiliation	Only the institutions having affiliation with UGC recognized Traditional Universities for degree/PG degree programmes or MSBTE's 3-year Diploma Programme of Computer Science/ IT/ Computer Engineering/ Computer Management/ Computer Applications/ Computer Technology (in regular mode only).
2.	Space	Minimum Area = 2500 sq. ft. Facilities essential for • Separate room for Study Centre office is compulsory • At least 2 Lecture Halls • Computer lab(s) for at least 30 computers • Reception room and • Library
3.	Computers and other Hardware	• 30 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, and Networks Card OR Minimum 10 stand alone PC's. Rest can be Thin client/work-stations like Extenda • At least 10 PC's should support Windows 7 • 2 Printers (Laser or Inkjet) • Scanner • LAN with 100 MBPS transmission rate • Internet connection
4.	Software	• All the software required for the theory and the lab practical courses to be offered by the study centre
5.	Staff	Minimum staff includes • 1 Coordinator • 3 Full Time counsellors (Excluding Coordinator), and 4 Visiting counsellors • 1 Lab Assistant • 1 Clerk

		• 1 Peon **Minimum Qualification of Coordinator:** M. Sc. (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (Computer) / MBA/ BTech (Computer) from UGC recognized University or equivalent **Minimum qualification of Full Time Counselor** a) Post Graduate in Computer/IT from UGC recognized University which is compulsory having qualification like M Sc (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (CS) or equivalent **Minimum qualification of Visiting Counsellor:** a) Computer Courses: Same as Full Time Counsellor OR Industry Expert in respective subjects b) Mathematics and Statistics Courses: 1 Visiting Counsellor should be MSc in Maths / Stats / any BE / BTech or higher qualification from UGC recognized University c) For remaining courses: Post Graduate in respective course (subject) **Minimum Qualification of Lab Assistant:** Diploma/Degree in Computer/ IT /Electronics/ Instrumentation / Electronics / Telecommunication / from UGC recognized University / Government Technical Board OR CISCO Certification/ MCSE Certification **Minimum Qualification of Clerk:** 12th Pass
6.	Learning Resource Centre	• LCD/Video projector • Seating capacity of the room: 15 Students • Library having at least 100 books (related to Certificate/Diploma/Degree courses) and 2 Magazines related to Computer Science

17.0 How to apply?

- **School of Computer Science: New Study Centre Information Booklet for MCA Programme – January 2019** along with **New Study Centre Application Form for MCA Programme – January 2019** are available online on the university website http://ycmou.digitaluniversity.ac on the webpage of School of Computer Science.
- Before filling up the **New Study Centre Application Form for MCA Programme – January 2019,** read this booklet carefully.
- Completely fill the word document named **New Study Centre Application Form for MCA Programme – January 2019**. Note that **handwritten** forms will not be processed.
- Take the printout of the completely filled Application form.
- Each document mentioned in the checklist must be completely filled and duly signed by the authorized persons. Put seal of the institution at the places wherever mentioned.
- Prepare the box file (as per the guidelines given in Point no.19.0) Put all the documents in the same sequence as mentioned in check list. Scan all the documents and prepare a digital file in the PDF format (Sequence of the scanned documents must be same as that of the pages in box file).
- Ensure that the file contains all the documents as per the checklist.
- After the entire file is ready, fill the Evaluation Form meticulously. **If the score obtained is less than 40 (out of 50), the applicant institution need to update the file accordingly otherwise the proposal will be rejected without inspection.**
- Attach the completely filled Evaluation Form in the file as per the sequence given in the checklist.
- **Processing fees (**Please note that processing fees is **non-refundable** and Demand Draft should be drawn from Nationalized Bank only, in favor of "**Finance Officer, YCMOU, Nashik"** payable at "**Nashik"**.)
    - If institution is applying for only MCA programme then the processing fees is Rs. 15,000/-

- If institution is applying for BCA programme along with MCA programme, then the processing fees is Rs. 20,000/-
- Fill up the Demand Draft details in the Application Form correctly.

Scrutiny process at YCMOU's Regional Centre:

- It is the responsibility of the Study Centre to **send the proper representative** (preferably Head/Coordinator) on the scheduled dates and present the file before the Scrutiny Committee and ensure that evaluation by the Scrutiny Committee is satisfactory.
- The entire proposal along with DVD will be scrutinized at the YCMOU's Regional Centre by **Scrutiny Committee**.
- Based on the documents submitted and contents of DVD, evaluation of the **proposal will be done** and **marks will be awarded.**
- **If the score obtained is 40 or more (out of 50), then only the inspection will be conducted.** Otherwise the proposal will be rejected without inspection.

Inspection:

- There will be physical inspection of eligible institutions. Institutions should follow the below mentioned schedule.
- All the communication will be done by the YCMOU's Regional Centre.
- No separate communication will be done by the HQ. Hence institutions should proactively be in contact with YCMOU's Regional Centre and do the necessary procedures in time.
- Application reached after last date will not be processed.

18.0 Schedule

The schedule to be followed for identifying new **Study Centres** is as follows:

No.	Activity	Date	Submissions / Publishing at
1)	Last Date of submitting Proposal file along with DVD by hand from applicant institutions	On or before 20-February-2019	Respective YCMOU's Regional Centre.
2)	Scrutiny Committee Meeting to be carried out by the respective Regional Centre (Regional Centre will communicate the dates of the scrutiny committee meeting and the institute's/Study Centre's representative should remain present for the scrutiny of the proposal)	21-February-2019 to 28-February-2019	Respective YCMOU's Regional Centre.
3)	Preparing the inspection schedule and taking the necessary approvals	1-March-2019 to 10-March-2019	Respective YCMOU's Regional Centre.
4)	Date of Inspection of the institution/Study Centre will be communicated by the respective Regional Centre	18-March-2019 to 30-March-2019	Respective YCMOU's Regional Centre.
5)	Summarized report received at HQ to Director, SSD, YCMOU	On or before 8-April-2019	Respective YCMOU's Regional Centre.
6)	Proposal to be sent for approval	13-April-2019	YCMOU, Nashik
7)	Allotting the Study Centre Code to newly approved Study Centres, preparation of approval letters	25-April-2019	Director, Student Services Division and Director, School of Computer Science
8)	Study Centre Approval Report/List of renewed Study Centres will be published on the website	30-April-2019	University website

- **Important Note:** Institutions should follow the above schedule. All the communication as mentioned in the schedule will be done through the respective Regional Centre of YCMOU. Hence institutions should proactively be in touch with respective Regional Centre of YCMOU for further details and do the necessary procedures in time.

- The institutions who will not follow the schedule for any reason will not be given second chance in this process of Study Centre recognition. They will require applying fresh next time.
- Also the institutions rejected will need to apply as fresh application for New Study Centre whenever the procedure for granting the new Study Centre starts in the future.
- As per the schedule mentioned above the process will be followed. Along with the hard copy of the proposal in a box file, DVD (consisting of video, ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents) will be scrutinized at the respective YCMOU's Regional Centre by Scrutiny Committee. Partially/incompletely filled proposals may lead to less score in the Evaluation Criteria of the applicant institution. **If the score obtained is less than 40 (out of 50), the applicant institution will be rejected without inspection.** Hence careful preparation of hard copy of the proposal and the DVD is mandatory. Verify whether the DVD opens/runs etc before submitting the proposal.
- The applicant institution should keep a copy of the proposal file submitted to respective YCMOU's Regional Centre with themselves and should be made available to the Inspection Committee at the time of inspection.

19.0 Guidelines for the institutions applying for New Study Centre:

Note: Prepare a separate proposal application file for each programme.

1. **Hard copy of file:**
   The applicant institution should submit the Application Form File consisting of the Application Form and all the documents in the proper sequence as mentioned in the Check list along with the DVD in the good quality box file to permanently preserve the records. The applicant institution should attach proper tags (To the form, the appendix and other documents as per the Check list) in the file.
2. **Front and Side of the Box file:**
   Paste the following information on the front and side of the box file as per following format:
   (Font size: 24, Font: Times New Roman)
   Regional Centre Name

   Institute Name:
   Institute's City and District:
   Study Center Category Applied For:
   Name of the Programme: MCA Programme OR MCA and BCA Programmes both

3. **DVD:**
   a) Every Applicant institution should submit the DVD along with the hard copy of Application Form file.
   b) DVD Cover/top sticker should mention the applicant institutions name, address and its contact person details.
   c) DVD should contain 1) The video 2) PPT 3) PDF of the entire proposal and 4) Word file of completely filled **New Study Centre Application Form for MCA Programme – January 2019** (.doc / .docx).
   d) **Applicant Institution should completely fill the word file of New Study Centre Application Form for MCA Programme – January 2019** (.doc / .docx). Add this word file in the DVD.
4. **Institution should provide total 7 PowerPoint Presentations as mentioned below**

No.	PowerPoint Presentation	No. of PPT
1)	PowerPoint Presentation used by Head/Owner in his video	1
2)	PowerPoint Presentation used by Faculty (Coordinator and Full-Time Counselor only) in his video	1 Coordinator and 3 Full-Time Counsellors
3)	Essential information PPT	1
4)	Desirable information PPT	1

5. **PowerPoint Presentations should necessarily include the following (use Times New Roman font):**
   i) **Essential information PPT:** should be prepared separately consisting of following points:

No.	Essential Slides
1.	Name and Address of the applicant institution
2.	Slide containing the information mentioned in point nos. 2.10, 2.11, in the Application Form
3.	Slide containing the information mentioned in point nos. 3.10, 3.11

No.	Essential Slides
4.	Slide containing the recent photograph of Head and Coordinator with names
5.	Slide containing the recent photograph of teaching staff with names
6.	Slide containing the photograph of infrastructure details (front view of institution, Separate room for office, lecture halls, laboratories, library, parking space)
7.	Slide containing a short note: Why does the institution wish to start the Study Centre?

ii) **Desirable information PPT:** should be prepared separately consisting of following points:

a) **Other activities/facilities/programmes organized for students and staff (e.g.:** Guest lectures, educational trips, soft skill workshops, etc)

b) **Publicity carried out by the institution (**e.g. banners, posters, handbills, news paper, television, radio etc.)

c) **Cost benefit analysis of the institution (**revenue from fees, expenditure towards salary of faculty, electricity bills, office rental charges, computer charges, consumables, furniture, telephone bills, internet charges, publicity charges, examination charges etc.)

d) **Name of best faculty and corresponding subject taught by the faculty.**

e) **Details of 5 success stories (**name of the student, current post, name of the company, salary, views of the student about the institution etc.)

f) **Record keeping**

6. Short video with titles/commentary should necessarily include the following:

Create 7 different videos **a** to **d** as mentioned below. Hints to create video are given below the table.

Points	Video Title	Type of video	No. of videos	Duration (in minutes)	
				Minimum	Maximum
a.	Institution	Principal/Director/Head should take the help of PowerPoint presentation. While doing so his/her video is recorded.	1	3	5
b.	Infrastructure	Video with commentary explaining all the infrastructure facilities and laboratories having machines/ equipments	1	5	8
c.	Faculty	Presenter should take the help of PowerPoint presentation. While doing so his/her video is recorded.	4 (1 Coordinator and 3 Full-Time Counsellors)	3 each	5 each
d.	Library	Video with commentary	1	2	3

a) Institution

1) Record the views of Institution Principal/Director/Head which includes the following points:

i) Since when the institution has started

ii) Vision of the institution

iii) Mission of the institution

iv) Why does the institution wish to start the Study Centre?

v) What is the expected enrollment at the institution for these new programmes?

vi) Name & distance of the nearest active YCMOU Study Center (in km) offering similar programmes (if any)

vii) Current Certificate/Diploma/Degree/PG Programmes run by the institution

viii) Affiliation of University/ Affiliation with Government Agency/ Affiliation Industry tie-ups (if any)
ix) Placements of students in industry (if any)
x) Achievements

2) Show overview of existing institution
3) Front view of the building
4) Front view of the institution
5) Premises
6) Nearby/side areas close to premises
7) Parking

b) Views of persons who have given recommendation letters:

1) Expressing views about the institution
2) Giving the financial status.
3) Experience of institution

c) Infrastructure

i) Office

1. Reception
2. Separate room for office
3. Staff Room
4. Stores
5. Wash rooms
6. Ladies Room (if any)

ii) Teaching – Learning

1. Lecture halls
2. Computer Laboratories

iii) Other facilities

1. Drinking water facility
2. Auditorium/Seminar Hall/Meeting Hall/ etc (if any)
3. UPS, Generator, Scanner, Video Projector, Stabilizer, Digital Camera, TV etc
4. First aid facility (if any)

d) Faculty:

a) Self introduction in short (Preferably maximum 1 minute each)
   1) Designation (Head/Coordinator/Counselor/Lab Assistant etc)
   2) Type (full-time/part-time/visiting etc)
   3) Brief Bio-data
   4) Working with the institution since when?
   5) Self experience about the institution
   6) Subject teaching
   7) Subject expertise
   8) Areas of interest
   9) Achievements (if any)
   10) Whether willing to extend the support in academic tasks assigned by the University for the benefit of the students
b) Demo lecture in short (2-4 minutes each)

e) Library

1) Cupboards/Racks:
   a. Showing the books related to Computer Science
   b. Showing the magazines related to Computer Science
2) CDs/DVDs/CBTs etc
3) Seating arrangement and capacity
4) Access hours
5) Record maintenance register
6) Students feedback (if any)

20.0 Important information/procedures

1. **Approval period:** Three years (1-June-2019 to 31-May-2022).
2. **Minimum admissions** (Fresh Students) Study Centres have to fulfill the following criteria, total enrolment in consecutive three academic years otherwise it won't be economically viable.
   - MCA programme: 60 students
   - BCA programme: 90 students

   The Study Centre who will fail to enroll minimum number of students in three years as mentioned above (for whatever reasons), should proactively initiate the Study Centre closure process. No new admissions will be allowed on such Study Centre in fourth year. However the Study Centre will be responsible for providing the necessary academic support to the existing students.
3. **Maximum Intake capacity per year**

Programme Level	Intake capacity
MCA	40
BCA	60

4. **Additional intake capacity:** Additional intake capacity will be granted on the basis of 3 years of Study Centre performance and additional infrastructure.
5. **Study Centre Address Change Process:** Before changing the address of study center co-ordinator need to apply for the same along with **Rs. 20000/-** as processing fees. Study Centre fulfilling the criteria will be allowed the study center to change its address after following the required procedure. Coordinator should follow the same procedure of new study center to change the address of study center.
6. **Study Centre Renewal Process:**
   - Study Centre is required to renew the Study Centre before the approval period comes to end.
   - Approved renewal process is made available on the University website and also communicated through email to the Study Centres.
   - Study Centre is expected to proactively renew the Study Centre as per the end date mentioned in the approval letter.
7. **Change in Name of Study Center and Change in Ownership of Study center:** Change in Name of Study Center and Change in Ownership of Study center is **NOT** allowed. In both the cases existing study center needs to be closed and application for new study center is required.
8. **Closure of Study Centre:**
   - Deposit Refund (Study Centres who have paid the deposit amount to the University): A coordinator should follow the Study Centre Closure procedure to get the refund.

21.0 Contact Details of the Regional Centres

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	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	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	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	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	rd_nashik@ycmou.digitaluniversity.ac
6)	**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	rd_pune@ycmou.digitaluniversity.ac
7)	**Kolapur Region** YCMOU Regional Centre, Near Post Office Shivaji University Campus, Kolhapur 416 004	Kolhapur Sangli Ratnagiri Sindhudurg	(0231) 2607022	rd_kolhapur@ycmou.digitaluniversity.ac
8)	**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	rd_nanded@ycmou.digitaluniversity.ac

22.0 Enquiries

The person nominated as a single point contact for New Study Centre process is expected to communicate only with the respective Regional Centre of YCMOU.

As far as possible telephonic communication beyond office hours should be avoided.

Follow the format given below while communicating via e-mail:

Subject of e-mail: **Query about Study Centre Application Form**

College/Institute's name:

Place:

Content of e-mail:

Name of single point contact person:

Mobile No.: