

Yashwantrao Chavan Maharashtra Open University

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

Direct: School (0253) 2230717

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

Email: **scmcs@ycmou.digitaluniversity.ac**

School of Computer Science

Booklet for Renewal of Study Centres 2017

School of Computer Science

Shri Madhav V. Palshikar, Incharge Director
Dr. Pramod L. Khandare
Ms. Shubhangi G. Desale

IMPORTANT NOTE: This booklet is applicable for the Renewal of the Study Centres belonging to School of Computer Science running Certificate, Diploma and Degree Programmes whose Approval Period is upto 31-May-2017.

The Study Centre Closure Process will be initiated for those Study Centres who will not participate in the Renewal Process.

Study Centre Requirements for C Category Computer Programmes (Certificate and Diploma Programmes):

No.	Requirements	For Computer Certificate and Diploma Programmes
1.	Intake Capacity	No limit for Certificate Programmes. Maximum intake capacity for Diploma Programme = 60
2.	Registration and Turnover	Only the institutions registered under Public Trust Act and submitting the Financial Audited Reports of last 3 years having minimum turnover of 10 lakhs per year.
3.	Space	Minimum Area = 750 sq. ft. Facilities essential for • Separate room for Study Centre office is compulsory • At least 1 Lecture Hall • Computer lab(s) for at least 10 computers and • Library
4.	Computers and other Hardware	• 10 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, Networks Card. OR • Minimum 5 PC's should be stand alone. Rest can be Thin client/work-stations like Extenda • All PC's should support Windows 7 • Printer (Laser or Inkjet) • Scanner • LAN with 100 MBPS transmission rate • Internet connection
5.	Software	• All the software required for the theory and the lab practical courses to be offered by the study centre
6.	Staff	Minimum staff includes • 1 Coordinator • 2 full time counsellors • 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 two Full Time Counsellor: a) Preferably Post Graduation / Graduation in Computer/IT from UGC recognized University OR b) Any Graduation with Computer Diploma
7.	Learning Resource	• Library having at least 30 books (related to Certificate and Diploma courses) and 2 Magazines related to Computer Science

Study Centre Requirements for B Category Computer Programmes (Certificate, Diploma and BCA Degree Programmes):

No.	Requirements for intake capacity of 60 seats	
1.	Conventional University affiliation	Only the institutions having affiliation with UGC recognized Traditional Universities for degree/pg degree programmes of Computer Science/ IT/ Computer Engineering/ Computer Management/ Computer Applications (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

Study Centre Requirements for B Category Industrial Programmes (BSc Industrial Science Degree and Diploma in Industrial Programme):

No.	Requirements for intake capacity of 60 seats	
1.	Registration and Turnover	Only the institutions registered under Public Trust Act and submitting the Financial Audited Reports of last 3 years having minimum turnover of 10 lakhs per year.
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 for at least 10 computers. • Reception room and • Library
3.	Computers and other Hardware	• 10 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, Networks Card. OR • Minimum 5 PC's should be stand alone. Rest can be Thin client/work-stations like Extenda • PC's should support Windows 7 & Office 2010 • 1 Printer (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 • 2 full time counsellors (Excluding Coordinator), and 5 visiting counsellors • 1 Lab assistant • 1 Clerk • 1 Peon • Min. Qualification of Coordinator/: BE/ ME /MCA / MBA/ BTech/ MTech/ MSc from UGC recognized University or equivalent in respective subjects/ Industry Expert in respective subjects or equivalent **Minimum qualification of Full Time Counselor** • BE in Mechanical/ Production/ Instrumentation • BE in Computer /IT /Electronics/Telecommunication **Minimum qualification of Visiting Counsellor:** a) M.Sc/M.Com/M.A./ BE /B.Tech in respective course (subject) **Minimum Qualification of Lab Assistant:** Diploma in Mechanical/ Production/ Instrumentation/ Computer /IT /Electronics/Telecommunication of Government Technical Board **Minimum Qualification of Clerk:** 12th Pass
6.	Learning Resource Centre	• LCD/Video projector • Seating capacity of the room: 15 Students • Library having at least 50 books and 2 Magazines related to programme.

P133 - BSc Industrial Science Programme

Course Code	Course Name	Lab Requirements
BIS 104	Lab: Applied Mathematics	Charts:- • Statistics Formulae, • Derivative & Integration, • Binomial Theorem, • Concept of Limit, Sets, • Determinants, Matrices, • Quadratic Equations etc. • Trigonometry • Simple Interest and Compound Interest • Permutation and Combination
BIS 204	Lab: Applied Science	Vernier Caliber, Micrometer Screw Gauge, Searle Apparatus for Elasticity, Scale, Thermometer, Analog Multimeter, Ammeter, Voltmeter etc. Apparatus and chemicals for conducting chemistry practicals
BIS 304	Lab: Office Tools	Operating System- Win-7 ,Win-8 , Win-10 MS Office, Syllabus related Software, PC with Antivirus etc.
BIS 404	Lab: Project Management Using MS Project	Operating System- Win-7 MS Office, Microsoft Project , PC with Antivirus, **Charts: -** Project Initiation, Project Planning, Project Execution, Project Closure etc
BIS 504	Lab: Engineering Graphics	Drawing Board, CAD Software, Models- Cylinder, Cone etc. Drafter or T-Square
BIS 505	Lab: Electrical Technology	Rheostats, Ammeter, Voltmeter, Wattmeter, DigitalMultimeter, Connecting wires, 1-phase & 3-phase Transformer, 1-phase & 3-phase Auto Transformer, 1-phase & 3-phase Induction motors, DC Motors –series & Shunt etc
BIS 506	Lab: Production Technology-I	Charts:- Types of Production System, Types of Layout, Steps of Production Planning & Control, Symbols used for process in Method Study, Therbligs, Types of material handling devices, Time study devices.
BIS 603	Lab: CNC Technology	CNC Machines— Lathe & Milling machines, Charts :- CNC Codes, Axis Identification , Controls of CNC ,Display & Control etc Simulation software of CNC Machines
BIS 604	Lab: Production Technology-II	Charts :- A) Jigs & Fixture Types of Locators, Clamping devices, Tool Guiding devices ,

		Types of Jigs & Fixture B) Modern Trends in Manufacturing EDM , ECM ,AJM ,Pull & Push type system, JIT , Rapid Proto typing, TPM (5's , Kaizen etc), FMS C) Robotics: Robot Joints, Robot Configuration, Types of Robot.

Note: Institute NOT having complete lab infrastructure as mentioned in above table should have a tie-up with ITI/ Polytechnic /Industry having all required facility and ready to share it. In such case documentary evidence of such tie-up with clearly mentioning allowing the learners to use it for practical purpose.

P141 - Diploma in Industrial Science

Course Code	Course Name	Lab Requirements
DIS104	Lab: Health Safety & Environment	Safety kit including safety shoes, helmet, gloves, goggles, dress etc. Fire safety tools Charts displaying various safety rules, precautions, emergency steps to be taken, etc
DIS105	Lab: Basic IT Skills	Syllabus related hardware and software
DIS106	Lab: Workshop Technology & Documentation	Vernier Caliper, Micrometer Screw/Air Gauges, Searle Apparatus for Elasticity, Scale, various tools, vice, drill machine, hand grinder, files, surface plate, V-block, blades, punch, etc
DIS205	Lab: Electronic Devices	Voltmeter, Ammeter, motors, drives, encoders, lamps, limit switches, digital meters, interface, wireless devices, LED, Resistors, Capacitors, Different cables used, etc
DIS206	Lab: Advance IT Skills	Syllabus related hardware and software
DIS207	Lab: Introduction to Mechanical Instruments	Height gauge, Model coordinate measuring machine, micrometer, Vernier and other instruments
DIS305	Lab: Organizational Behavior	Charts At least 10 charts explain various concepts of organizational behavior
DIS306 Or DIS316	Lab: Introduction to Industrial Automation OR Lab: Analog Electronics	Lab: Introduction to Industrial Automation:- small PLC, ladder programming software, SCADA software, some sensors like temperature, pressure, hydraulic trainer, other electronic components Lab: Analog Electronics:- breadboard, CRO, AC/DC drive with motor, hydraulic trainer, current meter, analog voltage meter, other electronic components
DIS307 Or DIS317	Lab: Product Design using CAD OR Lab: Electronic Communication	Lab: Product Design using CAD:- CAD software (5 sets), printer/plotter, etc Lab: Electronic Communication:- H/W and S/W setup of ISDN, mobile unit processing, time division multiplexing, speech circuit, fibre optic digital link,
DIS404	Lab: Inventory Management	Tally ERP software or equivalent
DIS405 Or DIS415	Lab: Manufacturing Process (CNC-Lathe) OR Lab: Digital Electronics	Lab: Manufacturing Process (CNC-Lathe) - CNC Machines— Lathe & Milling machines, Drilling, Grinder, Hacksaw Machine Charts :- CNC Codes, Axis Identification , Controls of CNC, Display & Control etc Simulation software of CNC Machines Lab: Digital Electronics:- Simulator software and various electronic components with microprocessor trainer kit

Note: Institute NOT having complete lab infrastructure as mentioned in B.Sc. (Industrial Science)/Diploma in Industrial Science table should have a tie-up with ITI/ Polytechnic /Industry having all required facility and ready to share it. In such case documentary evidence of such tie-up having clearly mentioned that learners are allowed to use it for practical purpose.

Renewal Approval Process

The renewal approval process has been initiated by the University.

- **Processing fees:** As a non-refundable processing fee, draw Demand Draft of **Rs. 5,000/-** from Nationalized Bank only, in favor of "**Finance Officer, YCMOU**, **Nashik**" payable at "Nashik".
- **Financial Audited Report:** The Private institutions should submit the latest (2016) Financial Audited Report. The institution should mention and provide supporting documents about EPF, PT etc to Government.
- **Inspection:** There will be no physical Inspection of the Study Centre.
- **Hard copy of file:** The Study Centre should submit the Renewal Application File consisting of the Renewal Form and all the documents along with the DVD in the **good quality box file** to permanently preserve the records. The Study Centre should attach proper **tags** (for the form, the appendix and other documents as per the Check list of the documents given at the beginning of the Renewal Form for Computer Study Centre 2017) in the file.
- **Side of the Box file and Cover Page** to be pasted on the Hard Copy of the file in the following format

  (Font size: 24, Font: Times New Roman)

  Regional Centre Name

  Study Centre Code

  Study Centre Name

  Study Centre City and District

  Study Centre Category: B or C

- **DVD:** The DVD is mandatory (video and ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents) will be scrutinized at the HQ by School of Computer Science. For this year, there will be no physical Inspection. Instead, the DVD (video and ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents) will be scrutinized at the HQ by School of Computer Science. Based on the evaluation of the **proposal** and **marks obtained in the Study Centre Evaluation Form**, the decision will be taken. Hence **DVD is mandatory** and careful preparation is must. Verify whether the DVD opens/runs etc before submitting. Based on that evaluation, the decision will be taken.

Grading Scheme: Total Marks = 50			
No.	**Grade**	**Scoring system**	**Approval Period**
1)	A Grade (Very Good)	Score more than 40 (i.e. >40)	Approval for 3 years
2)	B Grade (Good)	Score between 35 to 40 (i.e. >=35 and <=40)	Approval for 3 years
3)	D Grade (Below than average)	Score below 35 (<35)	The Study Centre Closure Process will be initiated.

- **Schedule**

No.	Activity	Programmes	Date	Submissions at YCMOU Authorities
1)	Submission of the hard copy and participation for the scrutiny process by Study Centres representatives	Computer Programmes	Date-wise Study Centres expected to come are mentioned in the brackets as follows: 27-March-2017 (3119A, 31314, 31316) 29-March -2017 (31426, 3258A, 52134) 30-March -2017 (53113, 5411B, 5484A) 31-March -2017 (5543A, 62333, 6364A) 3-April-2017 (6366A, 6411A, 6485A) 5-April-2017 (65107, 71217, 7465A and any other Study Centre whose approval is upto 31-May-2017)	Meeting Hall, School of Computer Science, YCMOU
		Industrial Science programmes	Date-wise Study Centres expected to come are mentioned in the brackets as follows: 20-April-2017 (31342, 44200, 44274, 44278, 44107) 21-April-2017 (12163, 51142, 51155, 5139A, 54383) 22-April-2017 (62438, 62469, 62472, 71154 and any other Study Centre whose approval is upto 31-May-2017)	
2)	Renewal List with Grades and duration of Approval will be published on the website	Computer Programmes	18-April-2017	http://ycmou.digitaluniversity.ac/ → Yashwantrao Chavan Maharashtra Open University Portal: Click Here → Home Page → University → Schools & Divisions → School of Computer Science → For additional details click here.
		Industrial Science programmes	26-April-2017	
3)	Queries/objections from the Study Centres (if any) to the School of Computer Science	Computer Programmes	On or before 21-April-2017	scmcs@ycmou.digitaluniversity.ac
		Industrial Science programmes	On or before 29-April-2017	
4)	Final Renewal Approval Letters to Computer Study Centre	All	3-May-2017	Will be sent by email from scmcs@ycmou.digitaluniversity.ac to Study Centre. Hard copy of Renewal Final Approval Letter should be collected in person by the Study Centre representative.

Important Note:
Study Centres should follow the above schedule. All the communication will be done through the postings on the website mentioned in the schedule and also by circulars through e-mail. No separate communication will be done. Hence institutions should proactively visit the website for further details and see the emails regularly and do the necessary procedures in time. **Those institutions that will not follow the schedule for any reason will not be given second chance in the Study Centre Renewal process.**

Guidelines for Renewal of Study Centre Application Proposals

1. Content DVD:

a) Every Study Centre should submit the DVD along with the hard copy of Application Form file.
b) DVD Cover/top sticker should mention the Study Centre's name, code, address and its Coordinator's name and mobile no.
c) DVD should contain
   1) The video
   2) Single PDF of the word file and scanned documents in the proposal and
   3) Word file of completely filled Renewal Form (.doc / .docx)

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

Create 4 different videos **a** to **d** as mentioned below.

Sr. No.	Video Title	Presenter	Points to be explained	No. of videos	Duration (in minutes)	
					Minimum	Maximum
1)	Institution	Head/Owner	a.	1	3	5
2)	Infrastructure	Coordinator	b.	1	5	8
3)	Faculty	Various faculty members	c.	4 for B Category/ 3 for C category	3 each	5 each
4)	Library	Coordinator	d.	1	2	3

a) Institution

Record the views of Study Centre Owner/Head which includes the following points:

1. Since when the YCMOU Study Centre has started
2. Vision and Mission of the Study Centre
3. What is the expected enrollment at the Study Centre for the next year?
4. Affiliation of University/ Affiliation with Government Agency/ Affiliation/Partnership with Private Training Institute/ Dealership/ Industry tie-ups (if any)
5. Placements of students in industry (if any)
6. Achievements, special awards etc

b) Infrastructure

i) Overview

1. Front view of the building
2. Front view of the institution
3. YCMOU Name Board
4. Nearby/side areas close to Study Centre
5. Drinking water facility
6. Parking

ii) Office

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

iii) Teaching – Learning

1. Lecture halls
2. Laboratories

iv) Other facilities

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

c) Faculty:

a) Self introduction in short (Preferably minimum 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 Study Centre since when?
   5) Self experience about the Study Centre
   6) Subject teaching
   7) Subject having command in
   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 (Preferably minimum 3 minutes each)

d) 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)