Yashwantrao Chavan Maharashtra Open University
Nashik

Prospectus
2023 – 2024

P134 - B.Sc. (Computer System Administration) 2016 Pattern
P156 - B.Sc. (Computer System Administration) 2023 Pattern

Work based Degree Programme in collaboration with Maharashtra Knowledge Corporation Limited (MKCL)

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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 ।।

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Academic Calendar

Sr. No.	Name of the Activity	Tentative months schedule			
		Odd Semester		Even Semester	
		From	To	From	To
	Online Admission (Second and Third year admissions	06/07/2023	31/07/2023	--	--
	Online Admission (First year) And submission of undertaking at MKCL	06/07/2023	31/07/2023	--	--
	Assignment Submission	November	November	April	April
	Evaluation of Assignments	December	December	May	May
	Examination (Practical and Project)	January	January	June	June
	Examination (Theory)	January	January	June	June
	Declaration of Result	February	February	July	July
	Re-registration	June	June	---	---
	Distribution of SLM	July	July	July	July
	Contact Programmes	September	December	February	May

Note: YCMOU/MKCL reserves right to revise the time-table. For the latest updates/decision regarding registration, examination and other related topics including schedule of the Internal assessment, learners and Study Centre coordinator should visit the university website(ycmou.digitaluniversity.ac) / MKCL website (ybsc.mkcl.org) regularly (at least once in a week)

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 programmes 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 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 programmes. 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 programmes for creating professional manpower required by the IT industries.
- Develop need-based and job-oriented short-term computer programmes to meet the huge demand of IT skilled manpower in business and industry.
- Ensure relevance of programmes 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 in multimedia, virtual reality, fuzzy logic, neural networks etc. 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 programmes. These Work Based programmes are implemented in the real-life work environment of the industry.

These programmes 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 B.Sc. in Computer System Administration

B.Sc. in Computer System Administration programme 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 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. Work Lab

Work Lab is the industry Work Lab provided by industry partners of MKCL and authorized by YCMOU as Work Lab. 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 three years degree programme by respective Industry Partner.

- Learners based on his/her performance in the Practicals at the Work Lab and eLearning assignments at Work Lab shall earn Work and Knowledge Credits respectively.
- Learner shall get the following at Work Lab:
  - Work Lab in form of Real-life work environment (every day, normally for 8 hours)
  - eLearning environment (every day)
  - Mentoring (interactions with mentor)

6. Duration and Credit Pattern

Duration:

Duration of the programme is 3 years. The learner should complete the degree programme within a maximum period of 5 years.

Semester System

Semester system has been adopted by YCMOU for the work based Degree Programmes. 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.

Programme Code	Programme Name	Credit Points	Minimum Duration	Maximum Duration	Total No. of Semesters
P134	B.Sc. (CSA)	132	3	5	6
P156	B.Sc. (CSA) (2023 pattern)	132	3	5	6

Credit Pattern

YCMOU has accepted a modular programme structure. Each programme 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 programme is of 6 credit points. One credit point denotes around 35 to 40 hours of study which includes self-study, practical and counseling.

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

The eligibility criteria are given below:

Sr. No.	Programme and Programme Code	Year	Eligibility	Documents (SELF ATTESTED TRUE COPIES) to be uploaded along with the Admission Form
1.	B.Sc. (C.S.A.) [2023 pattern] [P156]	First Year	The learner should have passed 12th or 3 years Diploma from any branch after 10th MS-CIT and KLiC English passed learners will be preferred (Industry Partners offering Work Lab may have additional eligibility criteria as mentioned below this table)	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
2.	B.Sc. (C.S.A.) [P134]	SY	FY B.Sc. (C.S.A.) (P134) registered	FY Marksheet or FY Hall Ticket of B.Sc. (C.S.A.) (P134)
3.	B.Sc. (C.S.A.) [P134]	TY	SY B.Sc. (C.S.A.) (P134) registered	SY Marksheet or FY Hall Ticket of B.Sc. (C.S.A.) (P134)

Please note that above mentioned eligibility is the basic eligibility for the degree programme but some industries may have special requirement like age, passing year, typing, gender etc. on the basis of same the provisional allocation will be done.

Selection process shall be made available on the website: http://mfs.mkcl.org

8. Language of Instruction

The medium of instruction is English Language only. All the Study Material of the programme 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 Programme 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 programmes 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 programme 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.

YCMOU Computer Study Centre (54491) will be the Learner Support Centre for this programme. All the learners will be enrolled under this LSC.

10. Teaching Learning Methodology

A. Academic model and Learning environment

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

1. A Work Lab for Practicals
2. An eLearning framework for Theory and
3. Counseling sessions with experts/mentors

B. Academic Process

4. Learners are enrolled for the three year degree programme 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.
5. 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.
6. Before and after the Work Lab hours, Learners access MKCL's eLearning framework for Theory component of the degree programme. i.e. to

- Learn by exploring global and best practices followed for specific profession and respective role
- Appreciate, analyze, synthesize, and evaluate real-life case studies developed by experts
- 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

7. 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 Programme 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 programme, 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 programme.
- **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 programme 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.Programme Structure

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

This pattern is applicable from Academic Year 2016-17 onwards

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**

B) B.Sc. (Computer System Administration) (2023 pattern) Code: P156

This pattern is applicable from Academic Year 2023-24 onwards

Course Code	Course Name	Theory/ Practical	Contact (HRS)	Credit Points	Assessment Type	Passing Marks
Semester 1						
CSS101	Fundamentals of Computers	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS102	Fundamentals of PC, Laptop and Mobile Hardware	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS103	Troubleshooting IT Hardware	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS104	Business Communication -1	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS105	Work Based Learning Internship 1	Practical	90	6	CA(60/150)	60/150
					Total	**220/550**
Semester 2						
CSS106	Understanding Computer Networks	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS107	Troubleshooting IT Networks	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS108	Basic Office Productivity Skills	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS109	Business Communication -2	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS110	Work Based Learning Internship 2	Practical	90	6	CA(60/150)	60/150
					Total	**220/550**
Semester 3						
CSS201	Environmental Studies	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS202	Securing Computers and Networks	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS203	Daily Life Cyber Security Skills	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS204	Basic IT Skills	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS205	Work Based Learning Internship 3	Practical	90	6	CA(60/150)	60/150
					Total	**220/550**
Semester 4						
CSS206	Introduction to Windows Desktop Operating System	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS207	Introduction to Ubuntu Desktop Operating System	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS208	Basics of Virtualization	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS209	Desktop Virtualization	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS210	Work Based Learning Internship 4	Practical	90	6	CA(60/150)	60/150
					Total	**220/550**
Semester 5						
CSS301	Windows Server Administration	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS302	Ubuntu Server Administration	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS303	Web and Database Server Administration	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS304	Soft Skills	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS305	Work Based Learning Internship 5	Practical	90	6	CA(60/150)	60/150
					Total	**220/550**
Semester 6						
CSS306	Server Virtualization	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS307	Cloud Computing Essentials	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS308	Data backup and Storage Practices	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS309	Cyber Security and Ethical Hacking	Theory	60	4	CA(30) + EE(28/70)	40/100
CSS310	Work Based Learning Internship 6	Practical	90	6	CA(60/150)	60/150
					Total	**220/550**

13.Fees

The Total Programme Fee consists of four independent parts:

- **Mandatory Fees:** Mandatory fees includes fees towards Prospectus, Registration, Eligibility Checking, Identity Card, E-Suvidha / E-Services, Sanwad, Sports, Student Welfare (DSW), Chancellor office Events, Disaster Management, Library, NSS, Student Insurance, Convocation and Alumni.
- **LSC Share:** The LSC share is expected to cover the expenditures incurred or to be incurred by the LSC on various activities related to the programme.
- **University Share:** The University share is expected to cover the expenditures incurred or to be incurred by the university on various academic activities related to the programme.
- **Exam Fees:** The exam fees include the examination fees for the **first** attempt.

Sr. No.	Name of the programme	Year	Mandatory Fee	University Share	LSC Share	Exam Fee	Programme Fee
	B.Sc. (Computer System Administration [P134]	SY	498	15562	0	2040	**18100**
		TY	858	15202	0	2040	**18100**
2	B.Sc. (Computer System Administration [P156]	FY	608	15452	0	2040	**18100**

Note: Every year there will be 10% increase in the fees.

The Learner will be required to pay total Programme fees while taking online admission. No installments in the fees will be given.

Mandatory Fee Breakup

Sr. No.	Nature of Fees	FY	SY	TY
1	Registration	200	200	200
2	Eligibility	100	0	0
3	Identity Card	10	0	0
4	Prospectus	50	50	50
5	e-Suvidha /e-Services	60	60	60
6	Library	10	10	10
7	Chancellor’s Office Events	38	38	38
8	Sports	50	50	50
9	DSW	50	50	50
10	Disaster Management	10	10	10
11	NSS	10	10	10
12	Alumni	0	0	10
13	Sanwad	10	10	10
14	Graduation/Convocation	0	0	350
15	Learner Insurance	10	10	10
	Total	608	498	858

14.Admission Process: How to Seek Admission…

The learners interested in pursuing B.Sc.(Computer System Administration) can take admission to first year of the degree programme. 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 Industry Partners (Work Labs).
2. Detailed process is published on the website: http://mfs.mkcl.org and http://ycmou.digitaluniversity.ac 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.

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

C. Online registration on University Portal

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

D. Changing the Work Lab

1. The Learner once registered, **cannot** change the Work Lab in-between the degree programme under any circumstances. Please refer Admission Process to understand Work Lab allocation in detail.
2. In case University discontinues a 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.

E. Cancellation of registration:

In following cases the registration for B.Sc.(Computer System Administration) shall get cancelled and the learner will have to re-register for the programme:

- In case the learner fails to join the 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 Work Lab OR
- In case her/his performance at the 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 OR
- Any other reason as per University norms stipulated for this programme from time to time

F. Re-registration

1. The registration to B.Sc.(Computer System Administration) shall be valid for a period of 5 years including the year of registering for the first year. The learner should complete the degree programme successfully within the valid period.
2. No re-registration facility is available for this programme.

15.Evaluation

(A) B.Sc. (Computer System Administration) [P134]

The learner shall need to successfully complete all the courses in the academic programme to successfully complete the academic programme.

The performance at the examinations for all the courses in the academic programme shall determine the overall class or division or Cumulative Grade Performance Average (CGPA).

Marks system:

For the purpose of evaluation, there are two types of courses, namely, (i)Theory Courses and (ii) Practical Course

- **Theory Courses**

  For **Theory Courses**, there will be two components in examination, namely, (i) Continuous Assessment (CA) and (ii) End Examination (EE).

  (a) **Continuous Assessment (CA)**

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

  - Learners will earn 'work ratings' by completing Practicals at the Work Lab, which are based on the norms stipulated by industry.
  - Learners will earn 'knowledge ratings' by studying theory by accessing eLearning resources and solving eAssessments
  - While the registration to the programme is valid for 5 years, the duration of the Work Lab shall be 3 years only. This means that the learner registered for B.Sc.(Computer System Administration) will have to earn work credits necessary for the degree by performing practical at the Work Lab in those three years.

  The Continuous Assessment (CA) for a Theory Course shall consist of two types

  - Work Based Assessment (work ratings awarded by Work Lab) which will carry 10 marks
  - Knowledge Based Assessment which will also carry 10 marks
  - Work ratings awarded by Work Lab are consolidated monthly and the average work rating for one semester is awarded for each Theory Course.

  (b) End Examination

  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.

  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 learner 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. S/he 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 s/he has secured more than 40% in EE and more than 40% in aggregate.)

- **Practical Courses:**

  For **Theory Courses**, there will be two components in examination, namely, (a) Continuous Assessment (CA) and (b) End Examination (EE).

  i. Continuous Assessment:

  The Continuous Assessment (CA) for Practical Courses shall consist of two types
  - Work Based Assessment at Work Lab which will carry 10 marks
  - Hands on Assignments Assessment which will also carry 10 marks

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

  No repeater examination in Continuous Assessment will be conducted.

  ii. End Examination:

  Based on the theory and lab courses of each semester, an online objective exam only will be conducted through MKCL's LMS (Learn Live). The passing is 40% (20/50).

(B) B.Sc. (Computer System Administration) [P156]

The learner shall need to successfully complete all the courses in the academic programme to successfully complete the academic programme.

The performance at the examinations for all the courses in the academic programme shall determine the overall class or division or Cumulative Grade Performance Average (CGPA).

Marks system:

For the purpose of evaluation, there are two types of courses, namely, (i) Theory Courses and (ii) Practical Course

(a) Theory Courses

For **Theory Courses**, there will be two components in examination, namely, (a) Continuous Assessment (CA) and (b) End Examination (EE).

(a) **Continuous Assessment (CA)**

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

- Learners will earn 'work ratings' by completing Practicals at the Work Lab, which are based on the norms stipulated by industry.
- Learners will earn 'knowledge ratings' by studying theory by accessing eLearning resources and solving eAssessments
- While the registration to the programme is valid for 5 years, the duration of the Work Lab shall be 3 years only. This means that the learner registered for B.Sc.(Computer System Administration) will have to earn work credits necessary for the degree by performing practical at the Work Lab in those three years.

The Continuous Assessment (CA) for a Theory Course shall consist of two types
- Work Based Assessment (work ratings awarded by Work Lab) which will carry 15 marks
- Knowledge Based Assessment which will also carry 15 marks

- Work ratings awarded by Work Lab are consolidated monthly and the average work rating for one semester is awarded for each Theory Course.

(b) End Examination

The EE (of 70 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.

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 learner 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 30 marks out of 30 in CA and has secured 10 marks out of 70 in EE, thus has secured aggregate 40 marks out of 100. S/he 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 30 in CA (less than 40%) and 35 marks out of 70 in EE (more than 40%) thus securing 40 marks out of 100 in aggregate is treated as successful as s/he has secured more than 40% in EE and more than 40% in aggregate.)

(b) Practical Courses:

For **Practical course**, there will be semester end report submission only.

Learner's 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 Degree and passing certificate

A learner becomes eligible for award of degree after successful completion of all the courses included in the concerned degree programme.

16. Contact Points

MKCL	YCMOU
General Manager, MKCL finishing School Tel: : (020) 40114500 / +91- 8956537496 Email: mfs-bsc@mkcl.org Website : www.mkcl.org ybsc.mkcl.org	Director(I/c), School of Computer Science, Tel: +91 253 2230717 Email: scmcs@ycmou.digitaluniversity.ac Website: http://ycmou.digitaluniversity.ac ycmou.ac.in

17. Contact Details of the Regional Centres

S.N	Name & Address of Region	District	Regional Director's Email-id, Phone
1	**Amravati Region** YCMOU Regional Centre, V.M.V. To Valgoan Road, Post V.M.V., Amravati - 444 604	Akola Amravati Buldhana Yawatmal Washim	rd_amravati@ycmou.digitaluniversity.ac (0721) 2531445
2	**Aurangabad Region** YCMOU Regional Centre, Survey No.41, Nandanwan Colony, Chhavni, Aurangabad - 431 002	Aurangabad Beed Jalna Osmanabad	rd_aurangabad@ycmou.digitaluniversity.ac (0240) 2371066, 2371077
3	**Mumbai Region** YCMOU Regional Centre, Jagannath Shankarsheth Primary Marathi School, Nana Chowk, Grant Road (W), Mumbai 400 007	Mumbai Raigad Thane Palghar	rd_mumbai@ycmou.digitaluniversity.ac (022) 23874186, 23874183, 23874177
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	rd_nagpur@ycmou.digitaluniversity.ac (0712) 2553724, 2553725
5	**Nashik region** YCMOU Regional Centre, Old Municipal Corporation Building, New Pandit Colony, Nashik - 422 002	Ahmednagar Dhule Jalgaon Nashik Nandurbar	rd_nashik@ycmou.digitaluniversity.ac (0253) 2317063
6	**Pune Region** YCMOU Regional Centre, Shahir Annabhau Sathe Prashala Gruha, 654, Sadashiv Peth, Kumthekar Marg, Pune 411 030	Pune Satara Solapur	rd_pune@ycmou.digitaluniversity.ac (020) 24457914
7	**Kolhapur Region** YCMOU Regional Centre, Near Post Office Shivaji University Campus, Kolhapur 416 004	Kolhapur Sangli Ratnagiri Sindhudurg	rd_kolhapur@ycmou.digitaluniversity.ac (0231) 2607022
8	**Nanded Region** YCMOU Regional Centre, SRT Marathwada University Area, Zari Road, Near Military Boy's Hostel, Nanded - 421 606	Latur Nanded Parbhani Hingoli	rd_nanded@ycmou.digitaluniversity.ac (02462) 229940, 283038

Appendix A

Instructions for creating the Academic Bank of Credits –ID

As per the National Education Policy 2020, it is mandatory for the learner to create the Academic Bank of Credits-ID. The learner is required to fill up the information regarding his/her Certificates, Diploma and name of the Degree in the DigiLocker (ABC-NAD) or else it won't be possible to transfer the credits he/she will earn through other programmes. He/She can register his/her Academic Bank of Credits-ID at the portal **https://www.abc.gov.in** or he/se can visit the universities website at www. ycmou.ac.in wherein he/she is supposed to click on the 'Student Zone' tab. Under the student Zone tab, he/she will find the 'Academic Bank of Credits' option. After clicking on the Academic Bank of Credits option, he/she will get information and PPTs of how he/she can create his/her Academic Bank of Credits-ID

Appendix B

Learner 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 Programme: 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 programme 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 programme 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 programme 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 programme mentioned above and does not guarantee any job at the company/organization mentioned in the Admission Letter, either during or after 3 years degree programme.
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 programme 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 leraner: _____

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 programme 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 based on the through scrutiny and satisfying the eligibility criteria and all necessary supporting documents properly verified by MKCL . 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: _____

Appendix C – UGC approval for university

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002.

NO. F.5-15/89 (OPP-I) December, 1992

The Secretary
Govt. of Maharashtra
Higher and Technical
Education and Employment Deptt
Mantralaya Annexe
Bombay- 400032.

Sub : Recognition of Yashwantrao Chavan Maharashtra Open University, *Nashik for Central assistance under Section 12-B of the UGC Act, 1956.*

Sir,

With reference to the correspondence resting with your letter No. MOU/ 63003 (241/92) UNI dated 11th November, 1992 on the above subject, I am to say that the University Grants Commission has agreed to declare the Yashwantrao Chavan Maharashtra Open University Nashik established under Maharashtra State Act No. XX of 1989, fit to receive Central assistance for all purposes including Institutional development in terms of the rules framed under Section 12-B of the UGC Act, 1956.

The receipt of the letter may please be acknowledged.

Yours faithfully,

Sd/xxx
(I J GUPTA)
JOINT SECRETARY

Copy to: -

1. The Vice – Chancellor, Yashwantrao Chavan Maharashtra Open University, Nashik-422005.
2. Secretary to the Govt. of India, Ministry of Human Resource Development (Deptt. of Education) New Delhi.
3. The Registrar, Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068.
4. The Secretary, Association of Indian Universities, 16, Kotla Marg, New Delhi- 110002.
5. *Desk Officer (Meeting) / S.O.FD-III/S.O.SU-II/S.S.O.-I, Stat, U.G.C. New Delhi.*
6. All Officers /Sections, UGC New Delhi.

Sd/-
(D. D. Mehta)
SECTION OFFICER

Appendix D

मुक्त विद्यापीठाच्या पदव्यांना समकक्षता व शासन मान्यता

१) **अन्य विद्यापीठांच्या पदवीशी समकक्षता**

मा. शिक्षण संचालक (उच्च शिक्षण) महाराष्ट्र राज्य यांच्या पत्र क्र. समक (उ. शि.)/१०९४/३२८६१/मवि-१, दि. ३० ऑक्टोबर १९९५ च्या पत्रान्वये 'केंद्रीय किंवा राज्य विधिमंडळाने अधिनियमाद्वारे भारतातील विद्यापीठाने दिलेली पदवी/पदविका आणि संसदेने अधिनियमाद्वारे इतर शैक्षणिक संस्था प्रस्तावित केलेल्या आहेत किंवा विद्यापीठ अनुदान आयोग अधिनियम (१९५६) मधील कलम क्र. ३ अन्वये मानीव विद्यापीठे घोषित केली आहेत अशांच्या बाबतीत पदवी किंवा पदविका मान्यता देण्याबाबतचे औपचारिक आदेश विद्यापीठाने काढण्याची आवश्यकता नाही'.

यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ हे महाराष्ट्र राज्याच्या विधिमंडळाने अधिनियमाद्वारे (कायदा क्र. २०/१९८९) स्थापन केलेले विद्यापीठ असून त्यास विद्यापीठ अनुदान आयोगाचीही मान्यता आहे. **त्यामुळे या विद्यापीठाची पदवी इतर विद्यापीठांच्या पदवीशी समकक्ष आहे.**

२) **विद्यापीठ अनुदान आयोगाची मान्यता**

विद्यापीठ अनुदान आयोग, नवी दिल्ली यांनी त्यांचे पत्र क्र. F/S-15/89 (CPP-I) दि. ८ डिसेंबर १९९२ नुसार विद्यापीठ अनुदान आयोगाच्या १९५६ च्या कायद्यातील कलम १२-बी अन्वये यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठास मान्यता दिली आहे.

३) **महाराष्ट्र लोकसेवा आयोगाची मान्यता**

उपसचिव व परीक्षा नियंत्रक, महाराष्ट्र लोकसेवा आयोग, मुंबई यांच्या पत्र क्र. १४७७ (१७/१९९४/कक्ष) **दि. १७ फेब्रुवारी १९९४ च्या पत्रातील मान्यतेसंबंधीचा मजकूर – 'यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ हे संविधिमान्य (Statutory) असल्यामुळे आपल्या विद्यापीठाच्या पदवीधर विद्यार्थ्यांकडून आलेले अर्ज देखील इतर मान्यताप्राप्त विद्यापीठांच्या पदवीधर उमेदवारांकडून आलेल्या अर्जांप्रमाणेच आयोगाकडून विचारात घेतले जातील'**

मुक्त विद्यापीठाच्या पदवी/पदविकांना महाराष्ट्र शासन मान्यता

विद्यापीठ अनुदान आयोगाने मान्यता दिलेली विद्यापीठे

राज्य सेवेतील पदासाठी पदवी/पदविकास मान्यता

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन निर्णय : क्रमांक आरजीडी-१३९४/प्र.क्र. २१/९४/१३,मंत्रालय, मुंबई ४०००३२, दिनांक ८ मार्च १९९५

वाचा : (१) सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक आरजीडी-१०६१/१८९६७/११४ - जे दिनांक २१ ऑगस्ट १९६९

शासन निर्णय : महाराष्ट्र लोक सेवा आयोगाशी विचार विनिमय करून उपरोक्त दिनांक २१ ऑगस्ट १९६९ च्या आदेशाद्वारे असा निर्णय घेण्यात आला होता की, केंद्र अथवा राज्य विधिमंडळाच्या अधिनियमाद्वारे स्थापित झालेली विद्यापीठे, संसदेच्या अधिनियमाद्वारे स्थापन झालेल्या इतर शैक्षणिक संस्था, किंवा विद्यापीठ अनुदान आयोग अधिनियम, १९५६ च्या अंतर्गत भाग ३ अन्वये जाहीर झालेली मानवी विद्यापीठे यांनी प्रदान केलेल्या पदव्या / पदविका तसेच भारतीय वैद्यकीय मंडळ अधिनियम, १९५६ च्या परिशिष्टांमध्ये अंतर्भूत केलेल्या वैद्यकीय व संलग्न विषयामधील पदव्या यांना शासकीय महाविद्यालयातील अध्यापकीय पदे वगळता, **राज्यातील सेवा व पदांवरील भरतीसाठी आपोआप मान्यता प्राप्त झाली असल्याचे समजण्यात यावे.**

(२) सदर आदेशासोबत विद्यापीठ अनुदान आयोगाने मान्यता दिलेल्या वैधानिक विद्यापीठे व संस्थांची यादी जोडण्यात आली होती. आयोग मान्यताप्राप्त विद्यापीठे व संस्था यांची अद्ययावत यादी आता या आदेशासोबत जोडण्यात आली आहे. शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक आरजीडी - १०६१/१८९६७/९१४/जे दिनांक २१ ऑगस्ट १९६९ मध्ये नमूद केलेल्या आणि वर परिच्छेद १ मध्ये उद्धृत केलेल्या हेतूसाठी सदर सर्व विद्यापीठे/संस्था यांनी प्रदान केलेल्या पदवी/पदविकांना आपोआप मान्यता देण्यात आल्याचे समजण्यात यावे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने

दा. र. राणे

अवर सचिव, महाराष्ट्र शासन

प्रति,

(१) राज्यपालांचे सचिव
(२) मुख्य मंत्र्यांचे सचिव
(३) सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई
(४) महालेखापाल, महाराष्ट्र-१, मुंबई
(५) महालेखापाल, महाराष्ट्र -२, मुंबई
(६) निवासी लेखा परीक्षा अधिकारी, मुंबई
(७) अभिदान व लेखा अधिकारी, मुंबई
(८) प्रबंधक, उच्च न्यायालय (मूळ न्याय शाखा), मुंबई
(९) प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई
(१०) प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई
(११) सर्व मंत्रालयीन शिक्षण
(१२) मंत्रालयीन विभागांच्या नियंत्रणांच्या नियंत्रणाखालील सर्व विभाग प्रमुख व कार्यालय प्रमुख
(१३) अवर सचिव, भारत सरकार, शिक्षण मंत्रालय, नवी दिल्ली
(१४) निवड नस्ती

वाचा : महाराष्ट्र शासनाच्या उपरोक्त शासन निर्णय क्रमांक आर.जी.डी. १३९४/प्र.क्र.२१/९४/१३ मंत्रालय, मुंबई. दिनांक ८ मार्च १९९५ च्या सोबत जोडलेल्या यादीमध्ये यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक यांची अनुक्रमांक १४६ वर नोंद करण्यात आलेली आहे.

"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
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