ज्ञानगंगा घरोघरी

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 Computer Study Centres: 2015

IMPORTANT NOTE: This booklet is applicable for the Renewal of the Study Centres belonging to School of Computer Science running Certificate, Diploma and Degree (BCA and BSc (BIS)) Programmes [except DCA, BSc (Industrial Science) and Diploma in Industrial Science Programmes]

- **whose Approval Period terminates on 31-May-2015 and**
- **those Study Centres who have not RENEWED their Study Centres before this**

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

Major change in the policy of granting the Renewal of Study Centres for the Computer Programmes

No.	Category	Programmes include	Approval Period for Study Centres	Intake			The intake increase applications from the Study Centres
				Minimum admissions (Fresh Students)	Action against Study Centres not fulfilling minimum admissions criteria	Maximum Intake capacity per year	
1)	B	Online Certificate, Diploma and Degree (BCA and BSc (BIS)) programmes	Based on the evaluation of the **proposal** and **marks obtained in the Study Centre Evaluation Form**, the decision will be taken.	50 (per year)	The Study Centre who will fail to enroll minimum number of students as mentioned (for whatever reasons), should proactively initiate the Study Centre closure process and claim the refund of the deposit. No new admissions will be allowed on such Study Centre. However the Study Centre will be responsible for providing the necessary academic support to the existing students.	Not more than 120 students together for BCA and BSc (BIS) and 60 for Advanced Diploma in Computing. No limit for Certificate Programmes.	No additional batch request will be entertained for the academic year 2015-2016
2)	C	Online Certificate and Diploma programmes only	Based on the evaluation of the **proposal** and **marks obtained in the Study Centre Evaluation Form**, the decision will be taken.	50 (per year)		Not more than 60 students for Advanced Diploma in Computing. No limit for Certificate Programmes.	

Updated Study Centre Norms
Study Centre Requirements (C Category)

SN	Requirements	Category-C (Certificate and Diploma Programmes)
1	Intake Capacity	Intake capacity =No of Computers x 10
2	Space	750 sq. ft. This includes • At least 1 lecture hall • 1 computer lab. • Separate room for Study center office is compulsory
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 • All PC's should support Windows 7 & Office 2010 • Printer (Laser or Inkjet) • Scanner

		• LAN with 100 MBPS transmission rate
		• Internet connection
4	Software	• Windows-7
		• Office 2010
		• Specific software corresponding to courses to be run by the study centre
5	Staff	Minimum staff includes
		• 1 Coordinator
		• 2 full time counselors
		• Min. Qualification of Coordinator: M Sc (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (CS) / MBA/ any BE/ any BTech/ any MTech/ any MSc from UGC recognized University or equivalent
		• Min. qualification of two Full Time Counselor:
		a) Graduate in Computer/IT from UGC recognized University which is compulsory OR
		b) Any MSc in Computer / IT/ Maths/ Stats/ OR
		c) BE /BTech/MTech/ from UGC recognized University (for Maths/Stats) OR Any Graduate with computer Diploma OR Any PG/ MBA/MCom from UGC recognized University for Soft Skills OR
		d) Preferably Computer Post-Graduate OR any computer graduate OR any graduate with Computer Diploma.
6	Learning Resource	• Library having at least 100 books and 2 Magazines related to computer science
7	Processing Fees	• 5000/- (non-refundable)
8	Deposit	• Rs. 30,000/- for Private Institute
		• Rs. 15,000/- for College affiliated to Board or University
		• 15% will be deducted from the principal amount at the time of refund

Study Centre Requirements (B Category)

SN	Requirements	Category-B (Certificate, Diploma and Degree (BCA and BSc (BIS)) Programmes)
1	Intake Capacity	Intake capacity = 60 seats for BCA, 60 Seats for BSc(BIS) Or combined 120 seats
2	Space	2500 sq. ft. This includes
		• At least 2 lecture halls
		• 2 computer labs.
		• Separate room for Study center office is compulsory
		• 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, Networks Card. OR
		• Minimum 10 PC's should be stand alone. Rest can be Thin client/work-stations like Extenda
		• At least 10 PC's should support Windows 7 & Office 2010
		• 2 Printers (Laser or Inkjet)
		• Scanner
		• LAN with 100 MBPS transmission rate
		• Internet connection.
4	Software	• Windows-7
		• Office 2010
		• Specific software corresponding to courses to be run by the study centre
5	Staff	Minimum staff includes
		• 1 Coordinator

		• 4 full time counselors and 3 visiting counselors • 1 Lab assistant • Min. Qualification of Coordinator: M Sc (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (CS) Computer Post Graduate/ MBA/ any BE/ any BTech/ any MTech/ any MSc from UGC recognized University or equivalent Min. qualification of Full Time Counselor Out of 4 counselors minimum 2 should fulfill the criteria a) and remaining 2 counselors should fulfill the criteria either from a), b), c) a) 2 Full-Time Counselors should be 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 b) 1 Full-Time Counselor should be MSc in Maths / Stats / any BE / BTech/MTech/PhD from UGC recognized University(for courses like Maths/Stats) c) 1 Full-Time Counselor should be any PG/ MBA/MCom from UGC recognized University for courses like Soft Skills, ERP, Computerized financial accounting, E-commerce • Min. qualification of Visiting Counselor: Same as Full Time Counselor OR Industry Expert in respective subjects Minimum Qualification of Lab Assistant: Diploma/Degree in Comp/IT/Electronics/Instrumentation/Electronics/Telecommunication /PG Diploma/CISCO Certification/MCSE Certification/CDAC from UGC recognized University
6	Learning Resource	• Multimedia Computer with Internet Connection for eLearning sessions • Video projector • Seating capacity of the room: 15 Students • Library having at least 100 books and 2 Magazines related to computer science.
7	Processing Fees	• 5000/- (non-refundable)
8	Deposit	• Rs. 1,00,000/- for Private Institute • Rs. 20,000/- for College affiliated to Board or University • 15% will be deducted from the principal amount at the time of refund

Note: In addition to above requirements, the following points will also be considered for approval of study centre: Educational environment, priority to institutions having strong infra structure, highly qualified staff, proximity of existing YCMOU computer study centers (Preferably 3km away from existing computer study center), priority to colleges, sanitation facility, vehicle parking space etc.

- ## Renewal Approval Process (For this year only)

  The new approval process has been initiated by the University for this year.
  - **Renewal Processing Fees:** The Study Centre is required to pay the non-refundable processing fees of Rs. 5,000/- by demand draft drawn from the Nationalized Bank only and drawn in favor of "The Finance Officer, Y. C. M. O. U., Nashik" and payable at Nashik.
  - **Financial Audited Report:** The Private institutions should submit the latest (2014) 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 applicant institutions.

- **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 2015) 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 seen/scrutinized at the HQ by School of Computer Science. For this year, there will be no physical Inspection for renewal. Instead, the DVD (video and ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents) will be seen/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 to RC. If required the applicant institutions/ existing Study Centres/ renowned personalities will be contacted. 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 2 years
3)	C Grade (Average)	Score between 30 to 35 (i.e. >=30 and <=35)	Approval for 1 year
4)	D Grade (Below than average)	Score less than 30	The Study Centre Closure Process will be initiated.

- **Schedule**

No.	**Activity**	**Last Date**	**Submissions at YCMOU Authorities**
1)	Renewal Final Approval Letters to Computer Study Centre	15-June-2015	Will be sent by email from scmcs@ycmou.digitaluniversity.ac to Study Centre's new email id given by YCMOU. Hard copy of Renewal Final Approval Letter should be collected in person by the Study Centre representative.
2)	Queries/objections from the Study Centres (if any) to the School of Computer Science	On or before 5 June 2015	scmcs@ycmou.digitaluniversity.ac
3)	Renewal List with Grades and duration of Approval will be published on the website	30 May 2015	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.
4)	Proposal processing at School of Computer Science	May 2015	All Faculties of School of Computer Science
5)	Last date of receiving the Renewal Proposals along with DVD by hand at School of Computer Science, YCMOU, Nashik	6 May 2015	School of Computer Science

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 through the new Study Centre email-ids communicated to you through School of Computer Science. 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 who 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.	5 for B Category/ 3 for C category	7 each	10 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 Computer 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.   Computer 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 2 minutes 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 5 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)