



ज्ञानमंगा घरोघरी

# **Yashwantrao Chavan Maharashtra Open University**

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## **School of Computer Science**

### **Study Centre Renewal Information Booklet (for Computer Programmes) – January 2020**

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### School of Computer Science

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## **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 1<sup>st</sup> 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**

A 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 will also be conducted in English. However, your co-ordinator, instructor or counsellor may use both English and Marathi language to help you understand the subject well.

## 9.0 Programmes offered by School of Computer Science

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

No.	Programme Code	Name of the Programme
1)	D101	Certificate in Computer Fundamentals
	D102	Certificate in Office Tools
	D103	Certificate in Visual Basic
	D104	Certificate in Computerized Financial Accounting
	D105	Certificate in Programming Expertise in C
	D106	Certificate in Data Structures using C
	D107	Certificate in OOPs and C++
	D110	Certificate in Enterprise Solutions Using J2EE
	D125	Certificate in Mathematics
2)	P131	Bachelor of Computer Applications (BCA)
3)	P141	Diploma in Industrial Science

## 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 were 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 Centres is expected to perform the following important functions:

- Promotion of Programmes
- Pre-admission counseling
- Facilitate during the Admission Process
  - Checking eligibility of the Students
  - 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

### 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
<b>Semester 1</b>						
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
					<b>Total</b>	<b>220/550</b>
<b>Semester 2</b>						
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
					<b>Total</b>	<b>220/550</b>
<b>Semester 3</b>						
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
					<b>Total</b>	<b>220/550</b>
<b>Semester 4</b>						
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
					<b>Total</b>	<b>220/550</b>
<b>Semester 5</b>						
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
					<b>Total</b>	<b>220/550</b>
<b>Semester 6</b>						
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
					<b>Total</b>	<b>220/550</b>

## 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)	D101	-	Certificate in Computer Fundamentals	1100	1500	2600
2)	D102	-	Certificate in Office Tools	1100	1500	2600
3)	D103	-	Certificate in Visual Basic	1100	1500	2600
4)	D104	-	Certificate in Computerized Financial Accounting	1100	1500	2600
5)	D105	-	Certificate in Programming Expertise in C	1100	1500	2600
6)	D106	-	Certificate in Data Structures using C	1100	1500	2600
7)	D107	-	Certificate in OOPs and C++	1100	1500	2600
8)	D110	-	Certificate in Enterprise Solutions Using J2EE	1100	2500	3600
9)	D113	-	Certificate in LINUX	1100	1500	2600
10)	D114	-	Certificate in ORACLE	1100	2500	3600
11)	D125	-	Certificate in Mathematics	1100	2500	3600
12)	P131	FY	Bachelor of Computer Applications (BCA)	7100	12000	19100
13)	P131	SY	Bachelor of Computer Applications (BCA)	9100	13000	22100
14)	P131	TY	Bachelor of Computer Applications (BCA)	6100	10000	16100

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



## 16.0 Norms for the Study Centre

### 1. Study Centre Requirements for 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 7 lakhs per year.
3.	Space	Minimum Area = 750 sq. ft. Facilities essential for <ul style="list-style-type: none"> <li>• Separate room for Study Centre office is compulsory</li> <li>• At least 1 Lecture Hall</li> <li>• Computer lab(s) for at least 10 computers and</li> <li>• Library</li> </ul>
4.	Computers and other Hardware	<ul style="list-style-type: none"> <li>• 10 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, Networks Card. OR</li> <li>• Minimum 5 PC's should be stand alone. Rest can be Thin client/work-stations like Extenda</li> <li>• All PC's should support Windows 10</li> <li>• Printer (Laser or Inkjet)</li> <li>• Scanner</li> <li>• LAN with 100 MBPS transmission rate</li> <li>• Internet connection</li> </ul>
5.	Software	<ul style="list-style-type: none"> <li>• All the software required for the theory and the lab practical courses to be offered by the study centre</li> </ul>
6.	Staff	Minimum staff includes <ul style="list-style-type: none"> <li>• 1 Coordinator</li> <li>• 2 full time counsellors</li> <li>• 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</li> <li>• Minimum qualification of two Full Time Counsellor:               <ol style="list-style-type: none"> <li>a) Preferably Post Graduation / Graduation in Computer/IT from UGC recognized University OR</li> <li>b) Any Graduation with Computer Diploma</li> </ol> </li> </ul>
7.	Learning Resource	<ul style="list-style-type: none"> <li>• Library having at least 30 books (related to Certificate and Diploma courses) and 2 Magazines related to Computer Science</li> </ul>

## 2. Study Centre Requirements for Computer Programmes (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 <ul style="list-style-type: none"> <li>• Separate room for Study Centre office is compulsory</li> <li>• At least 2 Lecture Halls</li> <li>• Computer lab(s) for at least 30 computers</li> <li>• Reception room and</li> <li>• Library</li> </ul>
3.	Computers and other Hardware	<ul style="list-style-type: none"> <li>• 30 Pentium PCs OR Laptops with minimum configuration of 2 GB RAM, 250GB HDD, CD-ROM Drive, USB Ports, and Networks Card OR</li> <li>• Minimum 10 stand alone PC's. Rest can be Thin client/work-stations like Extenda</li> <li>• At least 10 PC's should support Windows 10</li> <li>• 2 Printers (Laser or Inkjet)</li> <li>• Scanner</li> <li>• LAN with 100 MBPS transmission rate</li> <li>• Internet connection</li> </ul>
4.	Software	<ul style="list-style-type: none"> <li>• All the software required for the theory and the lab practical courses to be offered by the study centre</li> </ul>
5.	Staff	<p>Minimum staff includes</p> <ul style="list-style-type: none"> <li>• 1 Coordinator</li> <li>• 3 Full Time counsellors (Excluding Coordinator), and</li> <li>• 4 Visiting counsellors</li> <li>• 1 Lab Assistant</li> <li>• 1 Assistant</li> <li>• 1 Peon</li> </ul> <p><b>Minimum Qualification of Coordinator:</b> M. Sc. (CS / IT) / MCA / MCM / B. E. (CS/ IT) / ME (CS) / MTech (Computer) / MBA/ BTech (Computer) from UGC recognized University or equivalent</p> <p><b>Minimum qualification of Full Time Counselor</b></p> <p>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</p> <p><b>Minimum qualification of Visiting Counsellor:</b></p> <p>a) Computer Courses: Same as Full Time Counsellor OR Industry Expert in respective subjects</p> <p>b) Mathematics and Statistics Courses: 1 Visiting Counsellor should be MSc in Maths / Stats / any BE / BTech or higher qualification from UGC recognized University</p> <p>c) For remaining courses: Post Graduate in respective course (subject)</p> <p><b>Minimum Qualification of Lab Assistant:</b> Diploma/Degree in Computer/ IT /Electronics/ Instrumentation / Electronics / Telecommunication / from UGC recognized University / Government Technical Board OR CISCO Certification/ MCSE Certification</p> <p><b>Minimum Qualification of Clerk:</b> 12<sup>th</sup> Pass</p>
6.	Learning Resource Centre	<ul style="list-style-type: none"> <li>• LCD/Video projector</li> <li>• Seating capacity of the room: 15 Students</li> <li>• Library having at least 100 books (related to Certificate/Diploma/Degree courses) and 2 Magazines related to Computer Science</li> </ul>

### Note:

- The University will be the ultimate authority to decide whether to grant the renewal 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.

## 17.0 Renewal Approval Process

- The renewal approval process has been initiated by the University.
- The booklet (**School of Computer Science: Study Centre Renewal Information Booklet (for Computer Programmes) – January 2020**) along with respective **Renewal Form** are available online on the university website <http://ycmou.digitaluniversity.ac> on the webpage of **School of Computer Science**.
- Before filling up the respective **Renewal Form**, read this booklet carefully.
- Completely fill the word document of respective **Renewal Form**. **Note that handwritten forms will not be processed.**
- Take the printout of the completely filled Renewal form.
- Each document mentioned in the checklist must be completely filled and duly signed by the authorized persons. Put seal of the Study Centre 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 60 (out of 100), the Study Centre closure process will be initiated.**

Grading Scheme: Total Marks = 100		
Grade	Scoring system	Approval Period
A Grade (Very good)	Score more than 80 (i.e. >80)	Approval for 5 years
B Grade (Good)	Score between 71 to 80 (i.e. >=71 and <=80)	Approval for 3 years
C Grade (Average)	Score between 60 to 70 (i.e. >=60 and <=70)	Approval for 1 year
D Grade (Poor)	Score below 60 (i.e. <60)	Study Centre to be closed.

- Attach the completely filled Evaluation Form in the file as per the sequence given in the checklist.
- **Non-refundable Processing fees:**  
Processing fees for renewal of Study Centres is Rs. 15,000/-  
(Demand Draft should be drawn from Nationalized Bank only, in favor of “**Finance Officer, YCMOU, Nashik**” payable at “**Nashik**”.) Fill up the Demand Draft details in the Renewal Form correctly.
- **DVD:** The DVD is mandatory (video, ppt and the pdf of the scanned copies of the entire proposal along with the supporting documents). Study Centres should prepare and submit DVD having video recording in detail about the Institution, infrastructure facilities and laboratories having machines/ equipments, Faculty (introduction and Demo lecture in short) and library facilities, PPT, and PDF. Verify whether the DVD opens/runs etc before submitting the proposal.
- **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. In case the score obtained is 60 or more (out of 100), then the inspection will be conducted.**
- **Inspection:** There will be physical inspection of eligible Study Centres. Study Centres 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.

- Those institutions that will not follow the schedule for any reason will not be given second chance in the Study Centre Renewal process.

## 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 5-February-2020	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)	On or before 12-February-2020	Respective YCMOU's Regional Centre.
3)	Preparing the inspection schedule and taking the necessary approvals	On or before 17-February-2020	Respective YCMOU's Regional Centre.
4)	Date of Inspection of the institution/Study Centre will be communicated by the respective Regional Centre and inspection will to be carried out	18-February-2020 to 29-February-2020	Respective YCMOU's Regional Centre.
5)	Summarized report received at HQ to Director, SSD, YCMOU	On or before 11-March-2020	Respective YCMOU's Regional Centre.
6)	Proposal to be sent for approval	19-March-2020	YCMOU, Nashik
7)	Allotting the Study Centre Code to newly approved Study Centres, preparation of approval letters	26-March-2020	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	28-March-2020	University website

### Important Note:

- As per the schedule mentioned above the renewal process will be followed. Study Centres should proactively follow the above schedule. No separate communication will be made by the HQ.
- The Study Centres who will not follow the schedule for any reason will not be renewed this year. They will require applying fresh next time for the Study Centre.
- 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.
- 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 by the 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 60 (out of 100), the Study Centre Closure procedure will be initiated.** 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 Study Centres should keep a copy of the proposal file submitted to the University with them.

## 19.0 Guidelines for Renewal of Study Centre Application Proposals

### **Note: Prepare a separate proposal application file for Computer programmes**

- **Hard copy of file:** The Study Centre should submit the Renewal Application File consisting of the Renewal 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 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 **Study Centre Renewal Form for Computer Programmes – January 2020**) 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: Computer Programmes Programmes

#### 1. PowerPoint Presentation:

**Institution should provide total 7 PowerPoint Presentations as mentioned below (use Times New Roman font):**

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

- i) **Essential information PPT:** should be prepared separately consisting of following points:

No.	Essential Slides
1.	Name and Address of the Study Centre
2.	Slide containing the information mentioned in Conventional University / MSBTE affiliation / NAAC in the Application Form
3.	Slide containing the information mentioned in Legal status of Organization/ Shop Act / Number of institutes run by the parent body
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 renew 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**

**2. Video (with titles/commentary)**

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	Study Centre Head: Principal/Director/Head should take the help of PowerPoint presentation. While doing so his/her video is recorded.	1	3	5
b.	Infrastructure	Coordinator: Video with commentary explaining all the infrastructure facilities and laboratories having machines/equipments	1	5	8
c.	Faculty	Various faculty members: 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	Coordinator: Video with commentary	1	2	3

**a) Institution**

- 1) Record the views of Study Centre's Head which includes the following points:
  - i) Since when the YCMOU Study Centre has started
  - ii) Vision of the YCMOU Study Centre
  - iii) Mission of the YCMOU Study Centre
  - iv) What is the expected enrollment at the YCMOU Study Centre for the next year?
  - v) Name & distance of the nearest active YCMOU Study Center (in km) offering similar programmes (if any)
  - vi) Current Certificate/Diploma/Degree/PG Programmes run by the YCMOU Study Centre
  - vii) Affiliation of University/ Affiliation with Government Agency/ Affiliation Industry tie-ups (if any)
  - viii) Placements of students in industry (if any)
  - ix) Achievements, special awards etc

**b) Infrastructure**

Video with Coordinator's commentary explaining all the infrastructure facilities

**i) Overview**

1. Show overview of existing YCMOU Study Centre
2. Front view of the building
3. Front view of the YCMOU Study Centre

4. YCMOU Name Board
5. Premises
6. Nearby/side areas close to premises
7. 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. 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)

**c) 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 YCMOU Study Centre since when?
  - 5) Self experience about the YCMOU Study Centre
  - 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)

**d) Library**

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

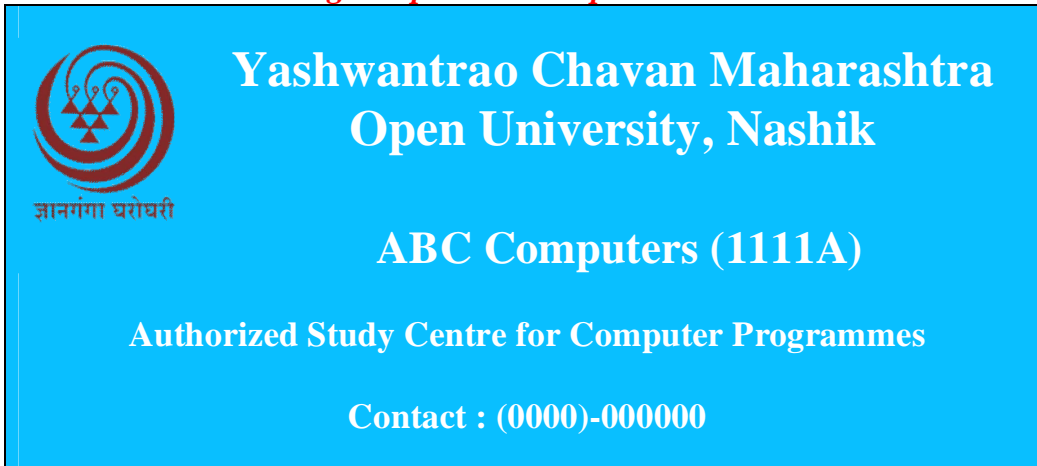
**3. DVD:**

**Content of DVD:**

- a) DVD is mandatory and careful preparation is must.
- b) Every Study Centre should submit the DVD along with the hard copy of Application Form file.
- c) DVD Cover/top sticker should mention the Study Centre's name, code, address and its Coordinator's name and mobile no.
- d) DVD should contain
  - 1) PPTs as mentioned in point no. 1
  - 2) Videos as mentioned in point no. 2

- 3) PDF of the entire proposal and
  - 4) Word file of completely filled **Study Centre Renewal Form for Computer Programmes – January 2020** (.doc / .docx).
- e) Verify whether the DVD opens/runs etc before submitting.
- 4. Name Board - Outside building**  
Size: (4” height X 8” width) feet  
Background colour: Sky Blue  
Colour of the letters on the signboard: White  
Colour of University Logo: **गेरवा**  
Background of the University Logo: Sky blue  
Font type: Times New Roman

***Note: Following sample is not as per the scale***





## 20.0 Important information/procedures

### 1. Approval period:

Grading Scheme: Total Marks = 100		
Grade	Scoring system	Approval Period
A Grade (Very good)	Score more than 80 (i.e. >80)	Approval for 5 years
B Grade (Good)	Score between 71 to 80 (i.e. >=71 and <=80)	Approval for 3 years
C Grade (Average)	Score between 60 to 70 (i.e. >=60 and <=70)	Approval for 1 year
D Grade (Poor)	Score below 60 (i.e. <60)	Study Centre to be closed.

**Minimum admissions** (Fresh Students) Study Centres have to fulfill the following criteria, total enrolment in consecutive three academic years

- BCA programme: 45 students

University may initiate the Study Centre Closure procedure in case the Study Centre fails to enroll minimum number of students in three years as mentioned above (for whatever reasons). 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.

### 2. Maximum Intake capacity per year

Programme Level	Intake capacity
BCA	60

- 3. Study Centre Address Change Process:** Before changing the address of study center coordinator 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.
- 4. 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
  - Study Centre is expected to proactively renew the Study Centre as per the end date mentioned in the approval letter.
- 5. 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.
- 6. 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)	<b>Amravati Region</b> 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)	<b>Aurangabad Region</b> YCMOU Regional Centre, Survey No.41, East side of Military Boy's Hostel, Nandanwan Colony Chhavani, Aurangabad - 431 002	Aurangabad Beed Jalna Osmanabad	(0240) 2371066, 2371077	rd_aurangabad@ycmou.digitaluniversity.ac
3)	<b>Mumbai Region</b> YCMOU Regional Centre, Jagannath Shankarsheth B.M.C. Marathi Primary School, 2nd floor, Fraier bridge (South), Nana Chowk, Grant Road (W), Mumbai 400 007	Mumbai Mumbai suburbs Raigad Thane Palghar	(022) 23874186, 23826135, 23874177	rd_mumbai@ycmou.digitaluniversity.ac
4)	<b>Nagpur Region</b> YCMOU Regional Centre, Ravbahadur D. Laxminarayan Bungalow, Vidyapith Krida Parisar, Law College Campus, Ravinagar Chouk, Nagpur-440001	Bhandara Chandrapur Gadchiroli Nagpur Wardha Gondia	(0712) 2553724, 25	rd_nagpur@ycmou.digitaluniversity.ac
5)	<b>Nashik region</b> 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)	<b>Pune Region</b> 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)	<b>Kolhapur Region</b> YCMOU Regional Centre, Shivaji University Campus, Near Post Office, Vidyanaagar, Kolhapur 416 004	Kolhapur Sangli Ratnagiri Sindhudurg	(0231) 2607022	rd_kolhapur@ycmou.digitaluniversity.ac
8)	<b>Nanded Region</b> YCMOU Regional Centre, SRT Marathwada University Campus, Zari Road, Vishnupuri, 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 Renewal of 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 Renewal Form**

College/Institute's name:

Place:

Content of e-mail:

Name of single point contact person:

Mobile No.: