

**DEB-UGC application for program approval for AY 2023-24**  
**School of Architecture, Science and Technology, YCMOU Nashik**

**Programme Project Report (PPR)**

**B.Sc. (Botany, Chemistry, Zoology)**

<b>1.</b>	<b>Name of Program:</b>	<b>Bachelor of Science in Botany, Chemistry, Zoology</b> <b>B.Sc. (BCZ)</b>
a	Programme's mission & objectives :	<p><b>Mission:</b> The “Bachelor of Science” is an innovative program based on a number of core courses in Botany, Chemistry and Zoology. Upon graduation, the students will be able to understand and appreciate the impact of “P Botany, Chemistry and Zoology” in day to day life. Further, the students will be exposed to the current trends in research about “Botany, Chemistry and Zoology”.</p> <p><b>Objectives:</b> This “Bachelor of Science” in Botany, Chemistry and Zoology programme will</p> <ul style="list-style-type: none"><li>❖ Prepare students with clear understanding of important basic concepts of “Botany, Chemistry and Zoology” and their relevance in day to day life</li><li>❖ Expose students to current trends in research in these areas</li><li>❖ Impart important skills which are essential for success in world of work</li></ul>

b	Relevance of the program with HEI's Mission and Goals :	<p>This “<b>Bachelor of Science</b>” programme is relevant with following objects of this university:</p> <p>Object (a), (b), (c) and (d) mentioned in the First Schedule of the YCMOU Act, 1989 on page 16, which are as follows:</p> <ul style="list-style-type: none"> <li>❖ To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]</li> <li>❖ To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]</li> <li>❖ To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]</li> <li>❖ To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]</li> </ul>
c	Nature of prospective target group of learners:	Prospective students are those who have passed 10+2/ HSC (12th) Science with Biology or Equivalent
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	The “ <b>Bachelor of Science</b> ” programme use the Blended Mode of Education, that is, where theory component of teaching-learning is offered in online / distance mode and practical activity component of teaching-learning is offered in full face-to-face mode under guidance and supervision of qualified and experienced teacher at study center. Hence, this programme is appropriate to conduct in Open and Distance Learning mode to acquire specified skills and competence.

e	Instructional Design:	<p>Uploaded on university portal in the Programme Syllabus</p> <ol style="list-style-type: none"> <li><b>Semester pattern:</b> There are 6 semesters in this programme. Total 16 weeks/Semester for Teaching-Learning are planned during each semester.</li> <li><b>Minimum programme duration:</b> 3 years after 10+ 2/ HSC (12th) or Equivalent.</li> <li><b>Required study efforts:</b> Total 378 Hours of Teaching-Learning support from the University and total 282 Hours of Self-Study, that is, total 660 Hours of total study efforts (including Self-Study) during each semester</li> <li><b>Medium of Instruction:</b> English</li> <li><b>Attendance:</b> Minimum 75 % attendance compulsory for all Practical/Activity/ Project type of courses from Sem 1 to 6 (Course 05, 06 and 07 at each semester)</li> </ol>
f	Procedure for admissions, curriculum transaction and evaluation :	<p><b>Admission procedure:</b> The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose.</p> <p>Common online admission system is followed by the University for this Programme.</p> <p><b>Admission Eligibility:</b> 10 + 2/ HSC (12th) pass with Biology or Equivalent</p> <p><b>Total programme Fee:</b> ₹ 6100 for each year, which is duly approved by the university authorities.</p> <ol style="list-style-type: none"> <li>01 SLM EBook developed for <b>each</b> skill and core course.</li> <li>Total 08 Face-To-Face counseling sessions, <b>each</b> of 60 Minutes duration, is provided at respective study center, for <b>each</b> Skill and Core course.</li> <li>Total 12 Face-To-Face counseling sessions, <b>each</b> of 120 Minutes duration, will be provided at respective study center, for <b>each</b> practical/ activity/ project type of course.</li> </ol> <p><b>Evaluation Pattern:</b></p> <ul style="list-style-type: none"> <li>Formative Evaluation or Continuous Assessment: <b>20%</b> Weightage</li> <li>Summative Evaluation or End Examination: <b>80%</b> Weightage</li> <li>Separate and independent passing @ <b>40%</b> in EE and (CAT+EE)</li> <li>Only <b>best of past performance shall be reported</b> in transcript or mark statement.</li> </ul>

g	Requirement of the laboratory support and Library Resources:	Required laboratory support and Library Resources will be provided by recognized study centers of this university for this programme. Study centers shall be recognized only at recognized UG colleges which are affiliated to other conventional universities and offering “Botany, Chemistry and Zoology” at UG level. Thus, requirement of laboratory support and Library Resources will be automatically ensured.
h	Cost estimate of the programme and the provisions:	Total estimated development cost for total 24 Courses at 06 Semesters about <b>₹ 30 Lacs</b> . As per the approved University Budget for resp financial years.
i	Quality assurance mechanism and expected programme outcomes :	The following key result areas will be closely monitored. i. Enrolment of student (Equited Access) ii. Examination Results iii. Placements/satisfaction of passing out students iv. Administrative feedback  Internal and External Examiners have <b>equal 50%</b> weightage in student evaluation.  <b>Equal</b> weightage for <b>each</b> credit in student evaluation.

## B. Duration & Nomenclature

Name of Programme :-	<b>B.Sc. (Botany, Chemistry, Zoology)</b>
Medium	English
Year	3 Years
Level	UG
Academic Session	June/ July 2023-24
Entry Qualification (as per the Specification of Degrees, 2014)	Candidates with 10+ 2/ HSC (12th) or Equivalent Pass
Duration (as per the Specification of Degrees, 2014)	03 Years
Name of the Department	School of Architecture, Science and Technology, YCMOU Nashik

## C. Mode of Evaluation

Year	2023
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes [ 20-80 Pattern]
Examination Scheme	Formative and Summative
Percentage of Continuous Assessment(%)	20%
Percentage of Term End Examination(%)	80%
Pass or Fail Criteria 40%	40% for Pass
Pass/Fail Criteria (% Pass Marks)	40% to 50 % for Pass Below 40 - Fail

**D. Mode of Examination**

Whether examination through Online (For ODL Programs)	No [Under supervision]
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**E. SLM Development (Submit all SLM in pdf in pendrive and prepare the SLM availability sheet in the order as per sample in pdf for each program separately)**

Particulars	% SLM in house developed	% SLM in collaboration with HEI( It should not be more than 40% of total SLM .If it is in collaboration then provide MOU in Soft & Hard copy
Printing Material	100%	-
Audio-Video Material	Development in process	-
Online Material	Yes [ pdf of SLMs and Audio-video lectures]	-
Compute based Material	-	-

**DEB-UGC application for program approval for AY 2023-24**  
**Information to be submitted by the School for each program separately**

**A. Programme project report (PPR)**

<b>Name of Program : B.Sc. (Computer System Administration)</b>	
a	<p>Programme's mission &amp; objectives</p> <p><b>Mission:</b> To respond to the key challenges faced by learners, academia, industry, and society as well as government at large by offering work based and performance centric degree program.</p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To offer skills and knowledge to the learners relevant to the workplaces in computer administration and networking at large through real-life workplace experiences supported by technology mediated learning.</li> <li>2. To create and offer a conducive environment to learners for Learning through Working by enabling industry to become a working cum learning environment.</li> </ol>
b	<p>Relevance of the program with HEI's Mission and Goals</p> <p>Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program.</p> <ol style="list-style-type: none"> <li>(a) To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]</li> <li>(b) To strengthen and diversify the degrees, diploma, and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]</li> <li>(c) To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]</li> <li>(d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]</li> <li>(e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging</li> </ol>

		<p>transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]</p> <p>(f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)]</p> <p>(g) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts and skills of the country, raising their quality and improving their availability to the people; [1(g)]</p> <p>(h) To provide for the counselling and guidance to its learners; [1(j)]</p> <p>(i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]</p>
c	Nature of prospective target group of learners	<p>Learners of HSC or any 10+2 passed with a focus on developing their future career in computer administration and networking.</p> <p>Learners desirous to join IT/ITES sector will opt for this program because of the unique methodology of the program, where learners will get real-life workplace experience and learn simultaneously through eLearning support.</p>
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	<p>a. The learner will acquire necessary knowledge in the area of computer administration and networking to work in IT/ITES sector which will help the learner to make them employable in IT/ITES sector.</p> <p>b. The learner will be able to develop skills and competencies through actual work in industry to understand computer administration and networking.</p> <p>c. The learners learn the theory concepts using eLearning modules and reflection sessions.</p> <p>d. The learners join the industry i.e. Study Center @ Workplace and work at the actual industry workplace for three years. 'Learning through working' model makes them independent at the very beginning of their graduation.</p>
e	Instructional Design	<p>Uploaded on university portal.</p> <p>1. <b>Semester pattern:</b> There are 6 semesters in this programme. Total 16 weeks/Semester for Teaching-Learning are planned during each semester.</p> <p>2. <b>Minimum programme duration:</b> 3 years after 10+ 2/ HSC (12th) or Equivalent.</p> <p>3. <b>Medium of Instruction:</b> English</p> <p>4. <b>Attendance:</b> Minimum 75 % attendance compulsory</p>
f	Procedure for admissions, curriculum transaction and evaluation	<p><b>Admission procedure:</b> The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose.</p> <p><b>Eligibility criteria for the admission:</b></p>

		<p>12<sup>th</sup> passed / 3 years of diploma passed. And Additional criteria stipulated by respective StudyCenter@Workplace i.e. Industry Partner / Work Lab Partner.</p> <p><b>Programme Fees:</b></p> <table border="1"> <tr> <td>First Year</td> <td>Rs. 16500/-</td> </tr> <tr> <td>Second Year</td> <td>Rs. 16500/-</td> </tr> <tr> <td>Third Year</td> <td>Rs. 17000/-</td> </tr> </table> <p><b>Curriculum Instruction:</b></p> <p>One e-book for each course</p> <p>30 Online counseling sessions (of 2 hours each) for each theory course</p> <p>08 Reflection Sessions (of 2 hours each) for each month work experience at studycenter@worklab (industry) as a practical/project component for three years.</p> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>Formative Evaluation or Continuous Assessment: <b>30%</b> Weightage</li> <li>Summative Evaluation or End Examination: <b>70%</b> Weightage</li> <li>Separate and independent passing @ <b>40%</b> in EE and (CA+EE)</li> </ul>	First Year	Rs. 16500/-	Second Year	Rs. 16500/-	Third Year	Rs. 17000/-
First Year	Rs. 16500/-							
Second Year	Rs. 16500/-							
Third Year	Rs. 17000/-							
g	Requirement of the laboratory support and Library Resources	N.A.						
h	Cost estimate of the programme and the provisions	Rs.37,50,000/- Note: 30 Theory courses * Rs. /-1,25,000/-						
i	Quality assurance mechanism and expected programme outcomes	The following key result areas will be closely monitored. <ul style="list-style-type: none"> <li>i. Enrolment of learner (Equated Access)</li> <li>ii. Examination Results</li> <li>iii. Placements/satisfaction of passing out learners.</li> <li>iv. Administrative feedback</li> </ul>						

## B. Duration & Nomenclature

Name of Programme :-	B.Sc. (Computer System Administration)
Medium	English
Year	3 years
Level	Undergraduate Degree
Academic Session	June/July
Entry Qualification (as per the Specification of Degrees, 2014)	12 <sup>th</sup> pass or Equivalent
Duration (as per the Specification of Degrees, 2014)	3 years
Name of the Department	School of Computer Science



**C. Mode of Evaluation**

Year	Semester End Examination
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes (30-70)
Examination Scheme	Formative and Summative
Percentage of Continuous Assessment(%)	30%
Percentage of Term End Examination(%)	70%
Pass or Fail Criteria 40%	40% and above
Pass/Fail Criteria (% Pass Marks)	Pass: 40% and above; Fail: Below 40%

**D. Mode of Examination**

Whether examination through Online(For ODL Programs)	No
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**E. SLM Development (Submit all SLM in pdf in pendrive and prepare the SLM availability sheet in the order as per sample in pdf for each program separately)**

Particulars	% SLM in house developed	% SLM in collaboration with with HEI( It should not be more than 40% of total SLM .If it is in collaboration then provide MOU in Soft & Hard copy
Printing Material (e-books)	100%	
Audio-Video Material	100%	
Online Material	100%	
Computer based Material	100%	

## **1. Program's mission & objectives**

*(See clause (i) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*This document shall begin with definition of the mission statement and objectives for the program to be launched. It shall reflect the strategic direction and the academic goals of the YCMOU. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.*

Mission Statement:

To respond to the developmental needs of the society by offering need based professional courses to larger segment of population.

Objectives:

To educate and train a person to a skill level of expertise in the domain of Hospitality studies and tourism operations.

To develop skilled human resources by involving learners in the whole product design lifecycle from the initial concept to the delivery of hospitality and catering products, specifically work in one of four main areas: of (a) Food Production (b) Food and Beverages Services and (c) Accommodation, Housekeeping and Front Office (d) tourism

To inculcate combination of technical and commercial skills in order to deliver projects within budget for working as:

1. Graduate Trainee in hospitality and tourism industries
2. Food Production Manager
3. Food and Beverages Service Manager
4. Accommodations Manager
5. Front Office Manager
6. Housekeeping Manager
7. Tourist Guide or Tour Operator

## **2. Relevance of the program with YCMOU's Mission and Goals :**

*(See clause (ii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*The YCMOU shall plan for such a program to be offered through the Open and Distance Learning mode that is relevant to the YCMOU's mission and goals. Therefore, it is very much important that the program to be offered through Open and Distance Learning should be aligned with YCMOU's mission and goal and will prove as major contributing factor in its achievement.*

Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program

- (a) To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]
- (b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfill the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]
- (c) To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]
- (d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]
- (e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]
- (f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)]

- (g) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts and skills of the country, raising their quality and improving their availability to the people; [1(g)]
- (h) To provide for the counselling and guidance to its students; [1(j)]
- (i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]

### **3. Nature of prospective target group of learners:**

*(See clause (iii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*The YCMOU shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The YCMOU should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.*

The target group for the program consists of the persons who have successfully completed 12 years of schooling (that is, 12<sup>th</sup> passed or equivalent). However, considering the mission of YCMOU to provide education with equity and access to disadvantaged classes of the society, there will be a provision to give admission to persons who have passed 10<sup>th</sup> and have completed the Preparative Program with an age of 21 years as per the UGC Notification for Distance Education 1984. The target group is keen to study the domain area. There is a provision of laboratory component which is tailor-made as per the industry requirements. They may be willing to work at the industry.

#### **4. Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence**

*(See clause (iv) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*The YCMOU shall clearly identify the learning outcomes for the program which shall cover the specific skills and competence to be acquired by the learner. The program should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies.*

Background of the industrial need to be used in deciding Specific Learning Outcomes

The service sector (or tertiary sector) of economy contributes to 56.9% to the gross national product of India as in 2016 on nominal basis and 55.2% on PPP basis, as per CIA World Factbook quoted by Wikipedia. The hospitality industry is a broad category of fields within service industry that includes lodging, event planning, theme parks, transportation, cruise line, and additional fields within the tourism industry.

The hospitality industry is a multibillion-dollar industry that depends on the availability of leisure time and disposable income. A hospitality unit such as a restaurant, hotel, or an amusement park consists of multiple groups such as facility maintenance and direct operations (servers, housekeepers, porters, kitchen workers, bartenders, management, marketing, and human resources etc.).

In India and Nepal hospitality is based on the principle Atithi Devo Bhava, meaning "the guest is God". This principle is shown in a number of stories where a guest is revealed to be a god who rewards the provider of hospitality. From this stems the Indian or Nepal practice of graciousness towards guests at home and in all social situations.

The Ministry of Tourism, a branch of the Government of India, is the apex body for formulation and administration of the rules, regulations and laws relating to the development and promotion of tourism in India. To promote the GDP of the country indirectly and to have friendly relations with them, The Government of India announced officially a Visa on Arrival status/facility for International Visitors to enter/visit India from 43 countries including United States, Australia, Vietnam, Thailand, Vanuatu, Singapore, Israel, Jordan, Kenya, Russian Federation, Brazil, Finland, Germany, Japan, Myanmar on 27 November 2014 and some more countries to follow soon.

India stole the limelight at the World Tourism Mart 2011 in London by winning two global awards - World's Leading Destination and World's Leading Tourist Board, Incredible India.

There is tremendous employment potential in hospitality and tourism industry. Considering the importance of hospitality and tourism for the health of Indian economy, the YCMOU has

initiated programs on these two segments. These programs strive to adhere to the Choice Based Credit System and semester systems espoused by the UGC.

The learners are involved in the whole product design lifecycle from the initial concept to the delivery of projects, but generally will be able to work in one of four main areas: (a) Food Production (b) Food and Beverages Services and (c) Accommodation, Housekeeping and Front Office (d) Tourism.

They need to have a combination of technical and commercial skills in order to deliver projects within budget.

They can work as:

1. Graduate Trainee in hospitality and tourism industries
2. Food Production Manager
3. Food and Beverages Service Manager
4. Accommodations Manager
5. Front Office Manager
6. Housekeeping Manager
7. Tourist Guide and Tour Operator

## SPECIFIC LEARNING OUTCOME

The learners should be able to inculcate following attitudes, absorb skills and possess theoretical knowledge on completion of the program

Job	Cognitive Outcomes	Psychomotor Outcomes	Affective domain outcome
Graduate Trainee in hospitality and catering industries 2. Food Production Manager 3. Food and Beverages Service Manager 4. Accommodations Manager 5. Front Office Manager 6. Housekeeping Manager 7. Tourist Guide and Tour Operator	<p>To have sufficient knowledge in the area of Food Production, F&amp;B Services, Accommodation, housekeeping and front office department to be able to work effectively and efficiently.</p> <p>To have professional knowledge in the area of Indian cuisine, quantity food production, cuisine for banquet, continental, Chinese, American and British styles of food production.</p> <p>To have professional knowledge of terms, procedures, standard practices, used in F&amp;B Services to be able to maintain a station and manage the staff</p> <p>To have professional knowledge of terms, procedures, standard practices, used in accommodation, front office and housekeeping to be able to maintain the property efficiently.</p> <p>To have basic understanding knowledge of such allied areas like accountancy, human resource management, inventory control, and principles of management.</p>	<p>Learner should be able to:</p> <p>Take necessary steps for Personal Hygiene &amp; Kitchen Hygiene</p> <p>Grooming for Professional Kitchen – Do’s &amp; Don’t’s</p> <p>Recognize the importance of kitchen Layouts for taking actions accordingly</p> <p>Use kitchen equipments and tools as per expected norms effectively and efficiently</p> <p>Take necessary decision about Fuels in respect to their usage and precautions</p> <p>Take necessary Kitchen First Aid steps for his and his colleagues injury, scald, burns and other issues</p> <p>Handle Fire with</p>	<p>Studying the theory courses, undertaking the practical activities at the Laboratory courses and undergoing the industrial exposure should inculcate the following values, traits and attitude in the learners:</p> <p>Exhibiting Cheerfulness, confidence, politeness and service to the customer</p> <p>Politeness</p> <p>Cleanliness</p> <p>Sanitation</p> <p>Concern for customer</p> <p>Diplomacy of handling customers</p> <p>Initiative,</p>

		<p>proper confidence and precautions</p> <p>Be Familiarized with and identify commonly used ingredients in kitchen</p> <p>Prepare Stocks, Mother Sauces and various (at least two) derivatives each.</p> <p>Prepare Soups (Minestrone, Consommés, Cream Soups, Puree Soups, Clear Soups, Bisques, Cold Soups, Chowders and others)</p> <p>Take necessary steps at Front Office due to proper Understanding of Layouts of Front Office and Housekeeping.</p> <p>Use equipments and tools at housekeeping and front office</p> <p>Operate as per Rooms layout and standard supplies. (Amenities)</p> <p>Take proper steps at hotels by knowing what to do and what not to do to new entrants/employees</p>	<p>Enthusiasm, Cooperation</p> <p>Punctuality, Adherence to Schedules,</p> <p>Quality consciousness</p>
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		<p>in the front office</p> <p>Explain and use Hotel terminology</p> <p>Cutting vegetable/meat as per standards (Julienne, Jardiniere, Dices, Cubes, Macedoine, Paysanne, Shredding, Mirepoix)</p> <p>Use of fire extinguishers</p> <p>Use of first aids</p> <p>Applying cleaning procedures as per schedule and machineries</p> <p>Food production skills</p> <p>Service skills</p> <p>Front office skills</p> <p>Housekeeping skills</p> <p>Communication skills</p>	
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## 5. Instructional Design

(See clause (i) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

*Instructional Design includes Curriculum design, detailed syllabi, duration of the program, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The YCMOU shall define the instructional design for each of the academic programs to be offered through the Open and Distance Learning mode and shall map the credit hours for each course or module of the program.*

### 5.1 Detailed Syllabi:

It is provided in the Appendix I

### 5.2 Duration of the program:

Three years. However, keeping in mind the philosophy of ODL system to offer assistance to the deprived section of the society, the learners are permitted to complete the program beyond the prescribed minimum time limit. The registration to the program shall be valid for eight years.

### 5.3 Faculty and Support Staff Required:

The YCMOU provides the qualification of the faculty for each of the courses under the program.

Course Code	Course Title	Required Counselor Qualifications
HTS 101	Food Production Foundation 1	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS 102	Food and Beverage Service Foundation-1	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM

Course Code	Course Title	Required Counselor Qualifications
HTS103	Accommodation and Front Office Operations Foundation-1	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
AEC101	English Communication	M A in English
HTS 201	Food Production Foundation II	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS202	Food and Beverage Service Foundation-II	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS203	Accommodation and Front Office Operations Foundation-II	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
AEC102	Environmental Science	M Sc or M Phil Environment science
HTS301	Food Production Operation Industry Exposure-I	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS 302	Food and Beverage Service Operations Industry Exposure -I	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM

Course Code	Course Title	Required Counselor Qualifications
HTS 303	Accommodation and Front Office Operations Industry Exposure-1	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS304	Personality Skills for Hospitality – Learning from Industry	M A in English/MBA HR
HTS401	Introduction to Indian Cookery	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS 402	Food and Beverage Operations-II	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS 403	Accommodation and Front Office Operations-II	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS 404	Accountancy Skills for Hospitality	M Com Economics, M Com Finance
BSL 001	English	M A English
BSL 003	French	M A English and Diploma in French
BSL 004	Arabic	B A Arabic/M A Arabic
BSL 005	German	M A English and Higher Diploma in German

Course Code	Course Title	Required Counselor Qualifications
HTS502	Cultural Heritage of India	MTM
HTS503	Tourist Guide and Tour Operations	MTM
HTS504	Principles and Practices of Tourism	MTM
HTS601	Principles of Management	MBA
HTS602	Accommodation Management-II	B Sc Hospitality Management/ B Sc Hotel Management with 5 years experience/ M Sc Hospitality Management or Hotel Management/MTM
HTS603	Eco Tourism	MTM
HTS604	Hotel Marketing	MBA/ M Com Economics, M Com Finance

There must be at least nine faculties at each Learning Centre.

Supporting Staff:

Assistants

Clerical Staff

Accountants

#### **5.4 Instructional delivery mechanisms**

#### **5.5 Identification of media – print, audio or video, online, computer aided**

(a) TEXT:

The learning for the program shall be mainly through Self Instructional Material in textual format, which will be available as printed form as well as on the YCMOU's portal.

(b) LABORATORY:

The program has Specific Learning Objects which need hands on practice at the laboratory.

(c) TUTORIAL:

There is a provision of tutorial which are essential part of some of the courses. The students are expected to learn some cognitive skills through these tutorial in accordance with the methodology prescribed in Choice Based Credit System by the UGC.

(d) Video

The students may be learning the various skills through some video clips and recorded and live video lectures.

(e) Audio

The YCMOU has a web radio service. The learners may learn through phone-in programs using our web radio service.

(f) Computer based learning

There are a number of computer applications which allow learners to undertake simulation exercises. There will be a component of such simulation exercises for learning.

## **5.6 student support service systems**

The university may attempt to set up discussion forum and online grievance settlement platform through the portal.

## 6. Procedure for admissions, curriculum transaction and evaluation

(See clause (vi) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

*The YCMOU shall define the admission policy for the program with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The YCMOU shall notify the policy of program delivery along with the details of methods and web-based tools to be adopted. The YCMOU shall notify the activity planner including all the academic activities to be carried out by the YCMOU during the academic session. Further, the YCMOU shall also notify policy for evaluation of learner progress along with methods and tools.*

### 6.1 Admission Policy

#### TYPE OF PROGRAMS:

A program consists of a number of courses as mentioned in the course structure for that program in this document. Some courses are core courses and it is compulsory to study such courses. Some other courses are electives and a student has a choice to opt any one of the courses from a group of such elective courses. Some other courses are audit courses. That means that the student needs to only successfully complete such courses and the marks or grades obtained in such courses do not affect the aggregate score of marks or the cumulative performance of the student or the overall division or class or grade in the program.

Another way of classification of courses is by its nature.

A course may be **theoretical** in nature and is evaluated through the written examination.

Another type of courses is that of **practical courses**, where students learn the content through practical or experimental or activities which develop the skill level of the students. Such courses are evaluated by Practical Examinations which involve performance in the presence of appointed evaluation panel, evaluation of the examinee's performance during the learning phase through evaluation of work-books and further evaluation of examinee's expression and understanding through Viva Voce.

A further type of courses is that of **Term-Work courses**, where students learn the content through practical or experimental or activities which develop the skill level of the students. Such courses are evaluated by Term-Work Examination which involves evaluation of the examinee's performance during the learning phase through evaluation of work-books and further evaluation of examinee's expression and understanding through Viva Voce.

Some courses are **Theory-cum-practical courses** which involve theoretical understanding of concepts as well as practical session based on the theoretical concepts. The evaluation of such courses has both theory as well as practical components.

Yet another kind of courses are **Project courses** in which the learner is expected to undertake a task which involves a fairly large number of connected practical activities leading to fulfilment of a well-defined objective of practical significance. The entire exercise in such cases is so big that student can not perform the practical activity in the limited time period of the examination schedule. Hence the evaluation of the performance is judged through the Project Report and Presentation/Viva Voce conducted by the expert panel.

The evaluation pattern for each of the program is elaborated in the program-specific part.

### SIMULTANEOUS REGISTRATION

The UGC has stipulated about how many programs can be registered simultaneously by a student.

### RE-REGISTRATION

The student is registered to a Program for a duration which is equal to three times the duration of the program or eight years whichever is less. Thus, if you take admission in a Diploma program of 1 year duration, you may complete the program by clearing all the courses in three years time. On the other hand, if you take admission in a graduate program of three years duration, the registration is valid for 8 years. If you could not complete the program in the stipulated time, your performance in the examinations for the program shall be treated as null and void.

### RE-ADMISSION

If a student fails to complete the program in stipulated duration for which the registration is valid, he may seek readmission to the same or similar program as a fresh candidate. You will need to take admission afresh and clear all the courses as per the requirements of the program. You may avail the course exemptions to the courses which were successfully completed by you under the old program, if the exemption rules for the specific program to which you seek admission.

### RESERVATION

For those programs in which there are limited seats, some of the candidates are to be denied admission. The reservation policy of the State of Maharashtra is used to allocate the seats to the candidates. A merit list based on the criteria as mentioned in the additional information of the specific program is prepared.

Fifty per cent seats are earmarked to unreserved (UR) candidates. This means that allocation to these seats is done on the basis of high score in the merit list without consideration to the cast or category of reservation. The remaining fifty percent seats are filled according to the following table.

Sr.No	Category of Reservation	Reservatio n
1	Schedule Castes and Schedule Caste converts to Buddhism (SC)	13.0%
2	Schedule Tribes (ST)	7.0%
3	VimuktaJati (VJ) / De notified Tribes (DT) (NT-A)	3.0%
4	Nomadic Tribes 1 (NT-B)	2.5%
5	Nomadic Tribes 2 (NT-C)	3.5%
6	Nomadic Tribes 3 (NT-D)	2.0%
7	Other Backward Classes (OBC)	19.0%
	Total	50.0%

### SCHOLARSHIPS, FREESHIPS, EARN AND LEARN SCHEMES

The candidates belonging to the backward classes are required to follow the procedure adopted by the Government of Maharashtra (GoM) or Government of India (GoI) to secure the Scholarship and Freeship as per the rules framed by GoM or GoI.

The University offers programs in which the employing institutions offer a unique advantage of earning while learning. The programs in pharma sectors are sponsored by Wockhard, Cipla in which students earn stipend while learning YCMOU program. Similarly, Naphate foundation also sponsors students in Arogyamitra (Patient assistant) program.

### 6.2 Academic Planner

Sr. No.	Processes	Date
1	Online Admission process begins	1 June
2	Last date for payment of fee without late fee	31 August
3	Last date for payment of fee with late fee (Rs. 100/-)	15 September
4	Last date for payment of fee with super late fee (Rs. 500/-)	30 September
5	Publication of Admission List at Study centres	15 Oct
6	Delivery of Learning material ends on: First Lot	30 Sept
7	Delivery of Learning material ends on: Second Lot	30 Oct
8	Counseling Sessions Starts	1 Sept
9	First date of submitting Exam Form for Jan. Exam.	01 Oct

10	Date of Continuous Assessment	15 Oct
11	Date of Continuous Assessment	30 Dec
12	Last Date of submitting Exam Form for Jan. Exam.	30 Oct
14	Date of Continuous Assessment	31 Jan
15	January Examination begins (Repeater Exam., if applicable)	07 Jan
16	End Examination ends (Repeater Exam., if applicable)	20 Jan
17	Date of Continuous Assessment	25 Feb
	Last date of submitting Exam Form for repeaters (July Exam)	01 Apr
19	Last date of submitting Exam Form for repeaters (July Exam)	30 Apr
25	Counseling sessions end on	30 Apr
26	Last of for submission of CA Marks to the University	15 May
27	Publication of CA Mark list on university website	17 May
28	End Examination Starts (Even Sem)	17 May
29	End Examination Ends	30 May
30	Results Declared (Even Sem)	30 June

The dates are tentative and may differ every year based on specific circumstances prevailing.

### 6.3 Evaluation Policy

#### A. General:

A student shall need to successfully complete all the courses in the academic program (including Industrial Training course, if any) to successfully complete the academic program.

The performance at the examinations for all the courses in the academic program (except those which are “exempted”) shall determine the overall class or division or Cumulative Grade Performance Average (CGPA).

#### (A.1) Marks system:

1. For the purpose of evaluation, there shall be five types of courses, namely, (i) Theory Courses (ii) Practical Course (iii) Theory-plus-practical Courses (iv) Industrial Training Course (v) Project Course
2. For theory courses, there will be two components in examination, namely, (i) Continuous Assessment (CA) and (ii) End Examination (EE). The maximum marks for theory courses (EE+CA) shall be 25 per credit. Thus, a 2-credit course shall have maximum marks (EE+CA) of 50,

a 3-credit course shall have maximum marks (EE+CA) of 75 and a 4-credit course shall have maximum marks (EE+CA) of 50, etc. EE shall be of maximum marks equal to 80% marks of the total (EE+CA) marks and CA shall be of maximum marks equal to 20% of the total (EE+CA) marks.

3. The Continuous Assessment (CA) for a Theory Course shall consist of activities including assignment, class test and seminars to be set, organized and evaluated by the respective study centre. The marks obtained by each student (20% of the total marks) in a format given in by examination section must be submitted by the Study Centre (SC) before the commencement of the EE, to the Controller of Examinations (CoE). The mark statement of the students shall be displayed on the Notice Board by the SC and shall be uploaded by the YCMOU on its websites.
4. The EE (of 80 maximum marks for 4 credits, of maximum marks 40 for 2 credit courses) shall be set, organized and evaluated under supervision and control of the Controller of Examination, YCMOU. For each block of 1 credit of a course, the EE shall have of 5 sub-questions of 5 marks each, out of which the examinee will attempt 4 questions, thus the maximum per credit are 20. This means that for a 4-credit course there shall be 4 questions each consisting of 5 sub-questions (of 5 marks each) and the examinee shall attempt 4 sub-questions in each of the questions. Similarly, for a 2-credit course there shall be 2 questions, each consisting of 5 sub-questions (of 5 marks each) and the examinee shall attempt 4 sub-questions in each of the questions.
5. 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 student by paying requisite fee and by following stipulated procedure. No repeat examination in CA will be taken. (**Explanation:** A person has, (for a 4-credit 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. She shall not be treated as “passed” because she has not secured 40 % marks in EE. On the other hand, a person 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 she has secured more than 40% in EE and more than 40% in aggregate.)
6. There are standard errors of measurements (SEM) in any measurement process, including the psychometric process of student evaluation. To make up for injustice which may cause to examinees failing to secure required minimum marks by less than 1 SEM of marks, “grace” marks are awarded only for the Theory courses and *Theory* part of the Theory-cum-practical courses. There shall be grace marks awarded to examinees to the extent of 4% of maximum marks for the aggregate (CA+EE). Such grace marks shall be added to EE part only if the result of such operation results in the examinee becoming successful in completion of the course. Thus, for theory course of 100 marks (EE+CA), examinees who secured EE marks (out of 80) of 28,29,30 and 31 shall be given grace marks of 4,3,2,1 respectively, provided such addition results in the successful completion of the course. The modified marks shall be shown in the EE part of the mark statement.
7. For Practical Courses an end examination of maximum marks, shown in the course structure, shall be conducted at an examination centre with the facilities of laboratory for conduct of practical activities.
8. The examinees, for the Practical courses, shall be evaluated with the following criteria. Actual Performance of the examinee shall carry a weight of 60 %, the workbook Journal 20 %, and a Viva of 20 %. A candidate must secure 40% or more marks out of 100 marks to successfully complete the practical courses.
9. The **Theory-plus-practical** courses shall comprise of the following components, namely, (i) CA based on Theory part (ii) EE based on Theory part and (iii) Practical Examination based on Practical Activities (Practical part).

10. The CA for a **Theory-plus-practical** Course shall consist of activities including assignment, class test and seminars to be set, organized and evaluated by the respective study centre. The marks obtained by each student (with maximum marks 20% of the total for Theory part) in a format given in by examination section must be submitted by the SC before the commencement of the EE, to the CoE. The mark statement of the students shall be displayed on the Notice Board by the SC and shall be uploaded by the YCMOU on its websites.
11. The EE (with maximum marks of 80% of total for the Theory part) for a **Theory-plus-practical** Course 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 example**, a Theory-plus-Practical course may be of total 150 marks with 100 marks for Theory part (20 marks for CA, 80 for EE) and 50 marks for Practical part.
12. For Practical Examination for **Theory-plus-practical** Course, an end examination, of maximum marks shown in the course structure, shall be conducted at an examination centre with the facilities of laboratory for conduct of practical activities. The examinee shall be evaluated with the following criteria. Actual Performance of the examinee shall carry a weight of 60%, the workbook Journal 20 %, and a Viva of 20 % of the total marks earmarked for Practical part.
13. A student will need to secure at least 40% marks in EE and at least 40% marks in (CA+EE) of the Theory component of Theory-plus-practical Course and 40% marks in Practical component. **For example**, a Theory-plus-Practical course is of total 150 marks and has 100 marks for Theory part (20 marks for CA, 80 for EE) and 50 marks for Practical part. A person who secures more than 40 % marks in Total 150 Marks but fails in Theory Component will be treated as having failed in the given Theory-plus-practical course. Such a student must appear in the theory component EE and secure such marks that his aggregate in the theory component is better than 40%. Similarly a student not securing more than or equal to 40% Marks in practical shall be declared unsuccessful and will have to reappear as a repeater in the practical component as per the rule. In case a student does not successfully complete a Theory-plus-practical Course, (s)he may take the following examination as a repeater: End Examination, if he had failed in Combined End Examination plus Continuous assessment part. (b) Practical Examination, if he has failed in Practical Examination.
14. No repeater examination in Continuous Assessment will be conducted.
15. The Project Work type of courses shall carry marks as defined in the course structure. Of these marks to be allotted, 50% marks are to be assigned by Internal Examiner and 50% by the External Examiner. The evaluation will be based on the performance of the examinee in Viva Voce, Project Report and Presentation based on the Project work. The student needs to secure 40% marks in the Project Examination to successfully complete the course.
16. The Industrial Training shall be for a duration of 1 Month (for Diploma Programs or programs of duration less than or equal to one year) and 3 Months (for UG/PG degree programs or programs of duration more than one year). The Study Centre shall coordinate the activities of the Industrial Training and shall submit a report of individual student having completed the Industrial Training to the Examination Section in prescribed format and by following stipulated procedure. There shall be no marks allotted for Industrial Training. The student must complete the training and submit the report to that effect through the SC as per the online process of the YCMOU.

### **Students 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  $(56/100) \times 10$  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 students 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

## 7. Requirement of the laboratory support and Library Resources:

(See clause (vii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

There may be programs having practical component in syllabus. The YCMOU shall give clear guidelines about the laboratory support to the learners to perform the practical prescribed in the program. There shall be provision of a practicals book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.

### FRONT OFFICE

Sr. No.	Item Name	Quantity Required
01	Reception- Front office Desk Telephone Computer	01

### HOUSEKEEPING

Sr. No.	Item Name	Quantity Required
01	Washing Machine	01
02	Maid Cart	01
03	Vacuum Cleaner	01
04	Electric Iron	01
05	Bed with Mattress	01
06	Hand Towel	02
07	Bath Towel	02
08	Face Towel	02
09	Guest Supplies (Soap, Shampoo, Toothbrush, Shaving Kit, Talcum Powder, Hair Oil, Sewing, Kit & ect)	
10	Bed Cover	01
11	Dust Bin	01
12	Dressing Table	01
13	Tea Poy with two chair	01
14	Television	01
15	Wardrobe	01
16	Brooms, Mops, Duster, Brushes	
17	Brass Vessel	06
18	Reading Table with Chair	01
19	Cleaning Agents (All Types)	01
20	Fire Fighting Equipment	01

### RESTAURANT CUM BAR

Sr. No.	Item Name	Quantity
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01	Chair	16
02	Restaurant Table	04
03	Dummy Waiter (Side Board)	02
04	Well Equipped Bar	01
05	Guaridon Trolley	01
06	Cutlery & Crockery : Knives Desert Knife Fish Knife Steak Knife Butter knife Cheese Knife Bread Knife Fruit Knife	 12 12 12 12 12 12 12 12
07	Fork- Desert Fork Fish Fork Fruit Fork Pastry Fork Service Fork	 12 12 12 12 12
08	Spoons- Tea Spoon Coffee Spoon Service Spoon Soup Spoon Desert Spoon Parfait Spoon	 12 06 12 12 12 06
09	Glassware- Hi ball Glass Juice Glass Red Wine Glass White Wine Glass Champaign Glass Old Fashion Glass Rolly Polly Brandy Ballon Water Goblet Beer Mug	 12 12 03 03 03 03 03 03 12 03
10	Bowls-Soup Bowls Consommé Cup Chutney Bowls	 12 06 06
11	Plates- Full Plate Half Plate Quarter Plate	 12 12 24
12	Cruet Set- Tooth Pick Holder Straw Holder Sugar Tongs Entrée Dish (all types)	 06 06 06 02 Each
13	Pots- Tea Pot Coffee Pot Sugar Pot Milk Pot	 02 02 02 02
14	Bread Basket	02

15	Tea & Coffee Cup with Saucer	02
16	Salver's	06
17	Room Service Tray	04
18	Sauce Bowl with Ladle	02
19	Tea Strainer	02
20	Flower wase	06
21	Menu Card	03
22	Bill Folder	03
23	K.O.T. & B.O.T. Book	03
24	Table Cloth	06
25	Ship Cloth	06
26	Chef en Dish	06
27	Serviette	24
28	Cocktail Shaker	01
29	Wine Chiller	01
30	Soda Decanter	02
31	Water Jug	04
32	Ice Cream Scoop	02

#### KITCHEN

Every Centre should maintain three kitchens (Basic Training Kitchen, Quantity Training Kitchen & Advanced Training Kitchen) and Bakery Lab

Sr. No.	Item Name	Required Quantity
01	Gas Ranges A.T.K.& B.T.K. Q.T.K.	15 03
02	Working Table with Sink	15
03	Cupboard	02
04	Refrigerator	01
05	Food Processor	02
06	Oven	01
07	Microwave	01
08	Pressure Cooker	01
09	Frying Pan	15
10	Roller	15
11	Steak Hammer	01
12	Whisk	06
13	Tawa	15
14	Custard Mould	15
15	Colander	06
16	Flat Spoon	12
17	Bowl (L.M.S.)	15 Each
18	Plate (L.M.S.)	15 Each
19	Tongs	15
20	Lemon Squeezer	02
21	Ice Cream Scoop	01
22	Weighing Scale	01
23	Vessel (L.M.S.)	15 Each
24.	Dust Bin	03

25	Baking Tray	06
26	Drum Tandoor	01
27	Spatula	06
28	Knife	15

#### LIABRARY

Sr. No.	Item Name	Required Quantity
01	Chair	30
02	Reading Table	06
03	Book Case	05
04	Multimedia Educational CD's	
05	Magazines International & Domestic	02 Each
06	Newspaper – Local & National	
07	Computer with Internet Facility	04

#### TEACHING AIDS

Sr. No.	Item Name	Required Quantity
<b>01</b>	<b>Overhead Projectors</b>	<b>01</b>
<b>02.</b>	<b>Colour Television</b>	<b>01</b>
<b>03.</b>	<b>D. V. D. Player</b>	<b>01</b>
<b>04.</b>	<b>L.C. D. Player</b>	<b>01</b>
<b>05.</b>	<b>Black Board</b>	<b>Each Classroom</b>

**Beside these infrastructures LSC should require Classrooms, Toilets for Men & Women, Office, Faculty Room, Computer Lab with Internet Facility, Separate Boys & Girls Common Room, Lockers for Students, Dry & Wet Store Room.**

## 8. Cost estimate of the program and the provisions

(See clause (viii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

The cost estimate which indicates the amount assigned for program development, delivery and maintenance will be given in this section.

Sr No	EXPENDITURE HEAD	Rate	Unit	Quantity	Amount	TOTAL	Explanation
	DEVELOPMENT						
1	Honorarium for Authors	5000	Unit	400	20,00,000		No of Units =100credit*4unit per credit. 1 Grad prog= 100 credit
2	Honorarium for Editor	2500	Unit	400	10,00,000		(Rates as per DEB-UGC 01 Jan 15)
3	Language Editor	1500	Unit	400	6,00,000		
4	Word Processing	20	Page	600	12,000		No of pages= 200p/course*30 courses
5	Video lecture	3000	lecture	450	13,50,000		No of lect= 15 per course* 30 courses
6	QB Devel	10	per item	500	5,000		No of item= 50 per credit*100 credit
7	TOTAL DEVELOPEM EXP					49,67,000	
	MAINTENACE						
1	Question paper setting	700	paper	30	21,000		No of paper=30 courses

2	Question paper setting	100	paper	30	3,000		
3	Expnditure of conduct of exam	4300	per year per student	2400	1,03,20,000		yr-stud=3yr*200 stud per yr
4	Other Exp	1	Lump sum	1	3,00,000		Hon of Coordinator= 25K/mnth*12
	TOTAL					1,06,44,000	
	DELIVERY						
1	Production cost of SIM	200	Copy	24000	48,00,000		No of copies =800 stud per prog-part*10 volumes pre prog-part
2	Honorarium of Faculty	250	per Lecture	12150	30,37,500		No of lect=27 LSCs (30 stud each)*30 course*15 lect per course
3	Honorarium of Support Staff	1400000	Per place	27	3,78,00,000		Per LSC Clerk=4L+ Peon=2L+ Head=8L,
						4,56,37,500	
	GRAND TOTAL					6,12,48,500	

No of students for break even (Rs40,000 per year fee)

1,531

Students

## **9. Quality assurance mechanism and expected program outcomes**

*(See clause (ix) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*The YCMOU shall define the review mechanism for program and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The YCMOU shall also devise the mechanism for monitoring effectiveness of the program.*

The University will review the program based on four Key Result Areas (KRAs):

- i. Enrolment of student (to assess the achievement of program based on access and equity objects of the YCMOU)
- ii. Examination Results
- iii. Placements/satisfaction of passing out students
- iv. Academic and Administrative feedback from the stakeholders to evaluate the program based on process and result criteria

# **PROGRAM PROJECT REPORT (INFORMATION ON ACADEMIC PROGRAM)**

*(SEE SECTION 11 PART III OF THE UNIVERSITY GRANTS COMMISSION  
(OPEN AND DISTANCE LEARNING) REGULATION, 2017)*

## **B.Sc. in Media Graphics and Animation**



ज्ञानगंगा घरोघरी

**YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY**  
**Dnyangangotri, Near Gangapur Dam, Nashik 422 222, Maharashtra**

## **1. Program's mission & objectives**

*(See clause (i) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*This document shall begin with definition of the mission statement and objectives for the program to be launched. It shall reflect the strategic direction and the academic goals of the YCMOU. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.*

### **1.1 Mission Statement:**

To respond to the developmental needs of the society by offering need based professional courses to larger segment of population.

### **1.2 Objectives:**

To educate and train a person to a skill level of expertise in the domain of media, graphics and animation.

To develop skilled human resources by involving learners in the whole product design lifecycle from the initial concept to the delivery of projects, specifically work in one of three main areas: of (a) Graphic design including page-setting, photo-editing (b) Animation (c) web site design (d)

To inculcate combination of technical and commercial skills in order to deliver projects within budget for working as:

1. Animation Artist including 3D application using 3DS Max and Maya
2. Graphic Artist including page setting, photo-editing, online publishing
3. Web-site designing using Java, HTML, dreamweaver etc
4. Other creative work like script-writing, creative writing, etc

## **2. Relevance of the program with YCMOU's Mission and Goals :**

*(See clause (ii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*The YCMOU shall plan for such a program to be offered through the Open and Distance Learning mode that is relevant to the YCMOU's mission and goals. Therefore, it is very much important that the program to be offered through Open and Distance Learning should be aligned with YCMOU's mission and goal and will prove as major contributing factor in its achievement.*

Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program

- (a) To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]
- (b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]
- (c) To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]
- (d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]
- (e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]
- (f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)]

- (g) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts and skills of the country, raising their quality and improving their availability to the people; [1(g)]
- (h) To provide for the counselling and guidance to its students; [1(j)]
- (i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]

### **3. Nature of prospective target group of learners:**

*(See clause (iii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*The YCMOU shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The YCMOU should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.*

The target group for the program consists of the persons who have successfully completed 12 years of schooling (that is, 12<sup>th</sup> passed or equivalent). However, considering the mission of YCMOU to provide education with equity and access to disadvantaged classes of the society, there will be a provision to give admission to persons who have passed 10<sup>th</sup> and have completed the Preparative Program with an age of 21 years as per the UGC Notification for Distance Education 1984. The target group is keen to study the domain area. There is a provision of laboratory component which is tailor-made as per the industry requirements. They may be willing to work at the industry.

#### **4. Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence**

*(See clause (iv) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*The YCMOU shall clearly identify the learning outcomes for the program which shall cover the specific skills and competence to be acquired by the learner. The program should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies.*

#### **Background of the industrial need to be used in deciding Specific Learning Outcomes**

The service sector (or tertiary sector) of economy contributes to 56.9% to the gross national product of India as in 2016 on nominal basis and 55.2% on PPP basis, as per CIA World Factbook quoted by Wikipedia.

Animation is the process of making the illusion of motion and the illusion of change by means of the rapid succession of sequential images that minimally differ from each other. Animators are artists who specialize in the creation of animation. Animation can be recorded with either analogue media, a flip book, motion picture film, video tape, digital media, including formats with animated GIF, Flash animation, and digital video. To display animation, a digital camera, computer, or projector are used along with new technologies that are produced.

Computer animation encompasses a variety of techniques, the unifying factor being that the animation is created digitally on a computer. 2D animation techniques tend to focus on image manipulation while 3D techniques usually build virtual worlds in which characters and objects move and interact. 3D animation can create images that seem real to the viewer.

Computer Graphics and animation are the upcoming areas with a lot of employment potential. Most advertisements, movies use animation and computer graphics technique. Keeping this trend in mind, a graduate program on media, graphics and animation assumes greater importance.

The learners are involved in the whole product design lifecycle from the initial concept to the delivery of projects, but generally will be able to work in one of four main areas: (a) Graphic design including page-setting, photo-editing (b) Animation (c) web site design (d) other allied areas like scriptwriting, creative writing etc

They need to have a combination of technical and commercial skills in order to deliver projects within budget.

They can work as:

1. Animation Artist including 3D application using 3DS Max and Maya
2. Graphic Artist including page setting, photo-editing, online publishing
3. Web-site designing using Java, HTML, dreamweaver etc
4. Other creative work like script-writing, creative writing, etc

**SPECIFIC LEARNING OUTCOME**

Job	Cognitive Outcomes	Psychomotor outcomes	Affective outcome
<p>1. Animation Artist including 3D application using 3DS Max and Maya</p> <p>2. Graphic Artist including page setting, photo-editing, online publishing</p> <p>3. Web-site designing using Java, HTML, dreamweaver etc</p> <p>4. Other creative work like script-writing, creative writing, etc</p>	<p>Learner would be able to:</p> <p>Have basic knowledge and skill about functioning of Computers &amp; Internet</p> <p>Explain the concepts and techniques of Drawing and Sketching</p> <p>Elaborate and apply the fundamental concepts of Color Theory, Typography, Technical and Creative Writing, Design Principles</p> <p>Discuss the various concepts and methods related to Multimedia and its Application, Developing Presentations, Web Development, HTML,</p> <p>Describe and apply the concepts and techniques related to Computer Animation using Flash, Content Digitization, Developing Dynamic Web Pages using Java and VB Scripts,</p> <p>Elaborate on the various concepts, analyse various scenarios and apply the methods of Video-Production Basics, Story Boarding, Visual Communication, Advance Video Effects.</p> <p>Explain in details and make</p>	<p>Leaner will be able to:</p> <p>Apply the science of Computer Graphics using Adobe Photoshop to create artworks</p> <p>Devise various artistic products using Adobe Illustrator, Coral Draw, Quark Express</p> <p>Create Content Authoring outputs on Web using Macromedia Dreamweaver</p> <p>Apply the concepts of Audio-Editing with Sound Forge to generate artistic audio products</p> <p>Perform Video-Editing using Adobe Premier</p> <p>Apply the concepts of software like Maya and 3DS Max</p>	<p>Due to undertaking the various courses in designing, creation of art forms and other aesthetic application, Learner is expected to inculcate such attitudes, values and traits as:</p> <p>Eye for details</p> <p>Meticulousness</p> <p>Punctuality</p> <p>Discipline</p> <p>Patience</p> <p>Appreciation of artistic work by analysis of color scheme, design principles, story-telling techniques applied, etc</p>

	extensive application of the various Animation Principles including Character Set up and Animation in Maya, Character Animations and Computer Graphics (CG) Film making (Th)	to prepare 3D models and animation clippings with texturing, creation of primitives, editing of vertices, rendering and compositing.	Initiative, Enthusiasm, Cooperation Punctuality, Adherence to Schedules, Quality consciousness
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## 5. Instructional Design

*(See clause (i) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*Instructional Design includes Curriculum design, detailed syllabi, duration of the program, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The YCMOU shall define the instructional design for each of the academic programs to be offered through the Open and Distance Learning mode and shall map the credit hours for each course or module of the program.*

### 5.1 Detailed Syllabi:

It is provided in the Appendix I

### 5.2 Duration of the program:

Three years. However, keeping in mind the philosophy of ODL system to offer assistance to the deprived section of the society, the learners are permitted to complete the program beyond the prescribed minimum time limit. The registration to the program shall be valid for eight years.

### 5.3 Faculty and Support Staff Required:

The YCMOU provides the qualification of the faculty for each of the courses under the program.

Sr No	Course Code	Course Name	Qualification of course-instructor or counselor
		<u>1st Year</u>	
1	BMG 101	Introduction to Computers & Internet (Th)	MSc (ComputerSc)or BE(IT)
2	BMG 102	Drawing and Sketching (Th)	GD Arts or ATD
3	BMG 103	Color Theory (Th)	GD Arts or ATD
4	BMG 104	Typography (Th)	GD Arts or ATD
5	BMG 105	Computer Graphics Part1: Adobe Photoshop (Th + Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
6	BMG 106	Computer Graphics Part2 : Adobe Illustrator (Th + Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
7	BMG 107	Technical and Creative Writing (Th)	MA(MCJ)
8	BMG 108	Introduction to Multimedia and its Application (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
9	BMG 109	Developing Presentations (Th)	MSc (ComputerSc)or BE(IT)
10	BMG 110	Design Principles (Th)	GD Arts or ATD
11	BMG 111	Print Media Part1 : Coral Draw (Th + Pr)	GD Arts or ATD
12	BMG 112	Print Media Part2 : Quark Express (Th+ Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
		<u>2nd Year</u>	
1	BMG 201	Introduction to Web Development (Th)	MSc (ComputerSc)or BE(IT)
2	BMG 202	HTML (Th)	MSc (ComputerSc)or BE(IT)
3	BMG 203	Computer Animation : Introduction to Flash (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
4	BMG 204	Content Digitization (Th)	MSc (ComputerSc)or BE(IT)
5	BMG 205	Content Authoring on Web using Macromedia Dreamweaver (Th + Pr)	GD Arts or ATD
6	BMG 206	Developing Dynamic Web Pages using Java and VB Scripts (Th)	MSc (ComputerSc)or BE(IT)

7	BMG 207	Video-Production Basics (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
8	BMG 208	Story Boarding (Th)	MA(MCJ)
9	BMG 209	Visual Communication (Th)	GD Arts or ATD
10	BMG 210	Audio-Editing: Sound Forge (Th + Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
11	BMG 211	Video-Editing: Adobe Premier (Th + Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
12	BMG 212	Advance Video Effects (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
		<u>3rd Year</u>	
1	BMG 301	Animation Principles (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
2	BMG 302	Introduction to Maya (Th+Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
3	BMG 303	Character Set up and Animation in Maya (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
4	BMG 304	Advanced Maya (Th+Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
5	BMG 305	Introduction to 3DS max (Th+Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
6	BMG 306	Advanced 3ds max (Th+Pr)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
7	BMG 307	Character Animations (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted
8	BMG 308	CG Film making (Th)	Graduate with Certification in CG/animation, with skills demonstrated by show-reels to be submitted

			submitted
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There must be at least nine faculties at each Learning Support Centre.

Supporting Staff:

Assistants

Clerical Staff

Accountants

## **5.4 Instructional delivery mechanisms**

### **Identification of media – print, audio or video, online, computer aided**

(a) TEXT:

The learning for the program shall be mainly through Self Instructional Material in textual format, which will be available as printed form as well as on the YCMOU's portal.

(b) LABORATORY:

The program has Specific Learning Objects which need hands on practice at the laboratory.

(c) TUTORIAL:

There is a provision of tutorial which are essential part of some of the courses. The students are expected to learn some cognitive skills through these tutorial in accordance with the methodology prescribed in Choice Based Credit System by the UGC.

(d) Video

The students may be learning the various skills through some video clips and recorded and live video lectures.

(e) Audio

The YCMOU has a web radio service. The learners may learn through phone-in programs using our web radio service.

(f) Computer based learning

There are a number of computer applications which allow learners to undertake simulation exercises. There will be a component of such simulation exercises for learning.

## **5.6 student support service systems**

The university may attempt to set up discussion forum and online grievance settlement platform through the portal.

## 6. Procedure for admissions, curriculum transaction and evaluation

(See clause (vi) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

*The YCMOU shall define the admission policy for the program with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The YCMOU shall notify the policy of program delivery along with the details of methods and web-based tools to be adopted. The YCMOU shall notify the activity planner including all the academic activities to be carried out by the YCMOU during the academic session. Further, the YCMOU shall also notify policy for evaluation of learner progress along with methods and tools.*

### 6.1 Admission Policy

#### TYPE OF PROGRAMS:

A program consists of a number of courses as mentioned in the course structure for that program in this document. Some courses are core courses and it is compulsory to study such courses. Some other courses are electives and a student has a choice to opt any one of the courses from a group of such elective courses. Some other courses are audit courses. That means that the student needs to only successfully complete such courses and the marks or grades obtained in such courses do not affect the aggregate score of marks or the cumulative performance of the student or the overall division or class or grade in the program.

Another way of classification of courses is by its nature.

A course may be **theoretical** in nature and is evaluated through the written examination.

Another type of courses is that of **practical courses**, where students learn the content through practical or experimental or activities which develop the skill level of the students. Such courses are evaluated by Practical Examinations which involve performance in the presence of appointed evaluation panel, evaluation of the examinee's performance during the learning phase through evaluation of work-books and further evaluation of examinee's expression and understanding through Viva Voce.

A further type of courses is that of **Term-Work courses**, where students learn the content through practical or experimental or activities which develop the skill level of the students. Such courses are evaluated by Term-Work Examination which involves evaluation of the examinee's performance during the learning phase through evaluation of work-books and further evaluation of examinee's expression and understanding through Viva Voce.

Some courses are **Theory-cum-practical courses** which involve theoretical understanding of concepts as well as practical session based on the theoretical concepts. The evaluation of such courses has both theory as well as practical components.

Yet another kind of courses are **Project courses** in which the learner is expected to undertake a task which involves a fairly large number of connected practical activities leading to fulfilment of a well-defined objective of practical significance. The entire exercise in such cases is so big that student can not perform the practical activity in the limited time period of the examination schedule. Hence the evaluation of the performance is judged through the Project Report and Presentation/Viva Voce conducted by the expert panel.

The evaluation pattern for each of the program is elaborated in the program-specific part.

### SIMULTANEOUS REGISTRATION

The UGC has stipulated about how many programs can be registered simultaneously by a student.

### RE-REGISTRATION

The student is registered to a Program for a duration which is equal to three times the duration of the program or eight years whichever is less. Thus, if you take admission in a Diploma program of 1 year duration, you may complete the program by clearing all the courses in three years time. On the other hand, if you take admission in a graduate program of three years duration, the registration is valid for 8 years. If you could not complete the program in the stipulated time, your performance in the examinations for the program shall be treated as null and void.

### RE-ADMISSION

If a student fails to complete the program in stipulated duration for which the registration is valid, he may seek readmission to the same or similar program as a fresh candidate. You will need to take admission afresh and clear all the courses as per the requirements of the program. You may avail the course exemptions to the courses which were successfully completed by you under the old program, if the exemption rules for the specific program to which you seek admission.

### RESERVATION

For those programs in which there are limited seats, some of the candidates are to be denied admission. The reservation policy of the State of Maharashtra is used to allocate the seats to the candidates. A merit list based on the criteria as mentioned in the additional information of the specific program is prepared.

Fifty per cent seats are earmarked to unreserved (UR) candidates. This means that allocation to these seats is done on the basis of high score in the merit list without consideration to the cast or category of reservation. The remaining fifty percent seats are filled according to the following table.

Sr.No	Category of Reservation	Reservation
1	Schedule Castes and Schedule Caste converts to Buddhism (SC)	13.0%
2	Schedule Tribes (ST)	7.0%
3	VimuktaJati (VJ) / De notified Tribes (DT) (NT-A)	3.0%
4	Nomadic Tribes 1 (NT-B)	2.5%
5	Nomadic Tribes 2 (NT-C)	3.5%
6	Nomadic Tribes 3 (NT-D)	2.0%
7	Other Backward Classes (OBC)	19.0%
	Total	50.0%

### SCHOLARSHIPS, FREESHIPS, EARN AND LEARN SCHEMES

The candidates belonging to the backward classes are required to follow the procedure adopted by the Government of Maharashtra (GoM) or Government of India (GoI) to secure the Scholarship and Freeship as per the rules framed by GoM or GoI.

The University offers programs in which the employing institutions offer a unique advantage of earning while learning. The programs in pharma sectors are sponsored by Wockhard, Cipla in which students earn stipend while learning YCMOU program. Similarly, Naphate foundation also sponsors students in Arogyamitra (Patient assistant) program.

### 6.2 Academic Planner

Sr. No.	Processes	Date
1	Online Admission process begins	1 June
2	Last date for payment of fee without late fee	31 August
3	Last date for payment of fee with late fee (Rs. 100/-)	15 September
4	Last date for payment of fee with super late fee (Rs. 500/-)	30 September
5	Publication of Admission List at Study centres	15 Oct
6	Delivery of Learning material ends on: First Lot	30 Sept
7	Delivery of Learning material ends on: Second Lot	30 Oct
8	Counseling Sessions Starts	1 Sept
9	First date of submitting Exam Form for Jan. Exam.	01 Oct

10	Date of Continuous Assessment	15 Oct
11	Date of Continuous Assessment	30 Dec
12	Last Date of submitting Exam Form for Jan. Exam.	30 Oct
14	Date of Continuous Assessment	31 Jan
15	January Examination begins (Repeater Exam., if applicable)	07 Jan
16	End Examination ends (Repeater Exam., if applicable)	20 Jan
17	Date of Continuous Assessment	25 Feb
	Last date of submitting Exam Form for repeaters (July Exam)	01 Apr
19	Last date of submitting Exam Form for repeaters (July Exam)	30 Apr
25	Counseling sessions end on	30 Apr
26	Last of for submission of CA Marks to the University	15 May
27	Publication of CA Mark list on university website	17 May
28	End Examination Starts (Even Sem)	17 May
29	End Examination Ends	30 May
30	Results Declared (Even Sem)	30 June

The dates are tentative and may differ every year based on specific circumstances prevailing.

### 6.3 Evaluation Policy

#### A. General:

A student shall need to successfully complete all the courses in the academic program (including Industrial Training course, if any) to successfully complete the academic program.

The performance at the examinations for all the courses in the academic program (except those which are “exempted”) shall determine the overall class or division or Cumulative Grade Performance Average (CGPA).

#### (A.1) Marks system:

1. For the purpose of evaluation, there shall be five types of courses, namely, (i) Theory Courses (ii) Practical Course (iii) Theory-plus-practical Courses (iv) Industrial Training Course (v) Project Course
2. For theory courses, there will be two components in examination, namely, (i) Continuous Assessment (CA) and (ii) End Examination (EE). The maximum marks for theory courses (EE+CA) shall be 25 per credit. Thus, a 2-credit course shall have maximum marks (EE+CA) of 50,

a 3-credit course shall have maximum marks (EE+CA) of 75 and a 4-credit course shall have maximum marks (EE+CA) of 50, etc. EE shall be of maximum marks equal to 80% marks of the total (EE+CA) marks and CA shall be of maximum marks equal to 20% of the total (EE+CA) marks.

3. The Continuous Assessment (CA) for a Theory Course shall consist of activities including assignment, class test and seminars to be set, organized and evaluated by the respective study centre. The marks obtained by each student (20% of the total marks) in a format given in by examination section must be submitted by the Study Centre (SC) before the commencement of the EE, to the Controller of Examinations (CoE). The mark statement of the students shall be displayed on the Notice Board by the SC and shall be uploaded by the YCMOU on its websites.
4. The EE (of 80 maximum marks for 4 credits, of maximum marks 40 for 2 credit courses) shall be set, organized and evaluated under supervision and control of the Controller of Examination, YCMOU. For each block of 1 credit of a course, the EE shall have of 5 sub-questions of 5 marks each, out of which the examinee will attempt 4 questions, thus the maximum per credit are 20. This means that for a 4-credit course there shall be 4 questions each consisting of 5 sub-questions (of 5 marks each) and the examinee shall attempt 4 sub-questions in each of the questions. Similarly, for a 2-credit course there shall be 2 questions, each consisting of 5 sub-questions (of 5 marks each) and the examinee shall attempt 4 sub-questions in each of the questions.
5. 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 student by paying requisite fee and by following stipulated procedure. No repeat examination in CA will be taken. (**Explanation:** A person has, (for a 4-credit 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. She shall not be treated as “passed” because she has not secured 40 % marks in EE. On the other hand, a person 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 she has secured more than 40% in EE and more than 40% in aggregate.)
6. There are standard errors of measurements (SEM) in any measurement process, including the psychometric process of student evaluation. To make up for injustice which may cause to examinees failing to secure required minimum marks by less than 1 SEM of marks, “grace” marks are awarded only for the Theory courses and *Theory* part of the Theory-cum-practical courses. There shall be grace marks awarded to examinees to the extent of 4% of maximum marks for the aggregate (CA+EE). Such grace marks shall be added to EE part only if the result of such operation results in the examinee becoming successful in completion of the course. Thus, for theory course of 100 marks (EE+CA), examinees who secured EE marks (out of 80) of 28,29,30 and 31 shall be given grace marks of 4,3,2,1 respectively, provided such addition results in the successful completion of the course. The modified marks shall be shown in the EE part of the mark statement.
7. For Practical Courses an end examination of maximum marks, shown in the course structure, shall be conducted at an examination centre with the facilities of laboratory for conduct of practical activities.
8. The examinees, for the Practical courses, shall be evaluated with the following criteria. Actual Performance of the examinee shall carry a weight of 60 %, the workbook Journal 20 %, and a Viva of 20 %. A candidate must secure 40% or more marks out of 100 marks to successfully complete the practical courses.
9. The **Theory-plus-practical** courses shall comprise of the following components, namely, (i) CA based on Theory part (ii) EE based on Theory part and (iii) Practical Examination based on Practical Activities (Practical part).

10. The CA for a **Theory-plus-practical** Course shall consist of activities including assignment, class test and seminars to be set, organized and evaluated by the respective study centre. The marks obtained by each student (with maximum marks 20% of the total for Theory part) in a format given in by examination section must be submitted by the SC before the commencement of the EE, to the CoE. The mark statement of the students shall be displayed on the Notice Board by the SC and shall be uploaded by the YCMOU on its websites.
11. The EE (with maximum marks of 80% of total for the Theory part) for a **Theory-plus-practical** Course 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 example**, a Theory-plus-Practical course may be of total 150 marks with 100 marks for Theory part (20 marks for CA, 80 for EE) and 50 marks for Practical part.
12. For Practical Examination for **Theory-plus-practical** Course, an end examination, of maximum marks shown in the course structure, shall be conducted at an examination centre with the facilities of laboratory for conduct of practical activities. The examinee shall be evaluated with the following criteria. Actual Performance of the examinee shall carry a weight of 60%, the workbook Journal 20 %, and a Viva of 20 % of the total marks earmarked for Practical part.
13. A student will need to secure at least 40% marks in EE and at least 40% marks in (CA+EE) of the Theory component of Theory-plus-practical Course and 40% marks in Practical component. **For example**, a Theory-plus-Practical course is of total 150 marks and has 100 marks for Theory part (20 marks for CA, 80 for EE) and 50 marks for Practical part. A person who secures more than 40 % marks in Total 150 Marks but fails in Theory Component will be treated as having failed in the given Theory-plus-practical course. Such a student must appear in the theory component EE and secure such marks that his aggregate in the theory component is better than 40%. Similarly a student not securing more than or equal to 40% Marks in practical shall be declared unsuccessful and will have to reappear as a repeater in the practical component as per the rule. In case a student does not successfully complete a Theory-plus-practical Course, (s)he may take the following examination as a repeater: End Examination, if he had failed in Combined End Examination plus Continuous assessment part. (b) Practical Examination, if he has failed in Practical Examination.
14. No repeater examination in Continuous Assessment will be conducted.
15. The Project Work type of courses shall carry marks as defined in the course structure. Of these marks to be allotted, 50% marks are to be assigned by Internal Examiner and 50% by the External Examiner. The evaluation will be based on the performance of the examinee in Viva Voce, Project Report and Presentation based on the Project work. The student needs to secure 40% marks in the Project Examination to successfully complete the course.
16. The Industrial Training shall be for a duration of 1 Month (for Diploma Programs or programs of duration less than or equal to one year) and 3 Months (for UG/PG degree programs or programs of duration more than one year). The Study Centre shall coordinate the activities of the Industrial Training and shall submit a report of individual student having completed the Industrial Training to the Examination Section in prescribed format and by following stipulated procedure. There shall be no marks allotted for Industrial Training. The student must complete the training and submit the report to that effect through the SC as per the online process of the YCMOU.

### **Students 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  $(56/100) \times 10$  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 students 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

## 7. Requirement of the laboratory support and Library Resources:

(See clause (vii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

*There may be programs having practical component in syllabus. The YCMOU shall give clear guidelines about the laboratory support to the learners to perform the practical prescribed in the program. There shall be provision of a practicals book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.*

Equipment	Required as per Norms
Computers with configurations as per Hardware Compatibility List of Maya 6 and 3DS Max 6	10 or more
Licensed software of Photoshop	10 or more
Licensed software of Maya 6	10 or more
Licensed software of 3DS Max 6	10 or more
Licensed software of PageMaker 7.5	10 or more
Licensed software of Adobe Premier 6	10 or more
Licensed software of Adobe Corel Draw 10	10 or more
Lights of professional standards	4
Internet Connection (Broadband)	2
3CCD video Camera (PD 150)	4
Digital still Camera 7 Mega pixels	3
DLP or LCD projector	2
Tracing Board	10
Line testing devices	02
System Port Mixer (2 Ports or more)	01
Microphone (maple)	02
64 byte video grabbing cards	02
Fire wire cable	03

## 8. Cost estimate of the program and the provisions

(See clause (viii) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)

The cost estimate which indicates the amount assigned for program development, delivery and maintenance will be given in this section.

Sr No	EXPENDITURE HEAD	Rate	Unit	Quantity	Amount	TOTAL	Explanation
	DEVELOPMENT						
1	Honorarium for Authors	5000	Unit	400	20,00,000		No of Units =100credit*4unit per credit. 1 Grad prog= 100 credit
2	Honorarium for Editor	2500	Unit	400	10,00,000		(Rates as per DEB-UGC 01 Jan 15)
3	Language Editor	1500	Unit	400	6,00,000		
4	Word Processing	20	Page	600	12,000		No of pages= 200p/course*30 courses
5	Video lecture	3000	lecture	450	13,50,000		No of lectures= 15 per course* 30 courses
6	QB Development	10	per item	500	5,000		No of item= 50 per credit*100 credit
7	TOTAL					49,67,000	
	MAINTENACE						
1	Question paper setting	700	paper	30	21,000		No of papers=30 courses
2	Question paper editing	100	paper	30	3,000		No of papers=30 courses
3	Expnditure of conduct of exam	4300	per student	600	25,80,000		yr-stud=3yr*200 stud per yr
4	Other Exp	1	Lump sum	1	3,00,000		Hon of Coordinator= 25K/mnth*12
	TOTAL					29,04,000	
	DELIVERY						

1	Production cost of SIM	200	Copy	6000	12,00,000		No of copies =200 stud per prog-part*10 volumes pre prog-part*3prgram parts
2	Honorarium of Faculty	250	per Lecture	3150	7,87,500		No of lect=7 LSCs (30 stud each)*30 course*15 lect per course
3	Honorarium of Support Staff	1400000	Per LSC	7	98,00,000		Per LSC Clerk=4L+ Peon=2L+ Head=8L,
	TOTAL					1,17,87,500	
	GRAND TOTAL					1,96,58,500	

No of students for break even (Rs 29,000 per year fee)

678

Students

## **9. Quality assurance mechanism and expected program outcomes**

*(See clause (ix) of sub-regulation (2) of Regulation 11 of the University Grants Commission (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017)*

*The YCMOU shall define the review mechanism for program and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The YCMOU shall also devise the mechanism for monitoring effectiveness of the program.*

The University will review the program based on four Key Result Areas (KRAs):

- i. Enrolment of student (to assess the achievement of program based on access and equity objects of the YCMOU)
- ii. Examination Results
- iii. Placements/satisfaction of passing out students
- iv. Academic and Administrative feedback from the stakeholders to evaluate the program based on process and result criteria

# **APPENDIX I**

## **SYLLABI FOR THE VARIOUS COURSES UNDER THE PROGRAM**

# SYLLABI FOR THE COURSES UNDER

## B.Sc. (Media Graphics and Animation)

### FIRST YEAR

#### BMG101: Introduction to Computers & Internet

##### Unit 1

**Introduction to Computers:** What is a Computer? Some Beginning Terms, What Makes a Computer Powerful, Speed, Reliability, Storage, Diligence, Versatility, Power of Remembering, No IQ, No Feeling, History of Computer, Calculating Machines, Napier's Bones, Slide Rule, Pascal's Adding and Subtraction Machine; Leibniz's Multiplication and Dividing Machine, Babbage's Analytical Engine, Mechanical and Electrical Calculator, Modern Electronic Calculator, Computer Generations, First Generation Computers, Second Generation Computers, Third Generation Computers, Fourth Generation Computers, Fifth Generation Computer, Types of Computers, Personal or Micro, Descriptions of Personal Computers, Main Frame, Supercomputers Server, Minicomputer.

##### Unit 2

**Computer Organisation:** Introduction, Basic Computer Operations, Input, Storage, Processing, Output, Control, Functional Units, Arithmetic Logical Unit (Alu), Control Unit (Cu), Central Processing Unit (CPU), Memory System in a Computer, Capacity of Primary Memory, Random Access Memory (Ram), Read Only Memory (Rom), Prom, Eprom, Cache Memory, Registers, Secondary Storage, Magnetic Tape, Magnetic Disk, Optical Disk.

##### Unit 3

**Software Application:** Word processing, Create, Format, Print, Desktop publishing, Levels of Software, Spreadsheet, Database, Types of databases, Relational Database, Queries, Graphics Programs, Paint, Drawing Programs, Animation and Video Programs, Presentation, Programs, Communication Programs, FTP (File-Transfer Protocol). Chat, Instant, Messaging, HTML Editor, Project Management Program Integrated Software.

##### Unit 4

**Input to Computers:** Types of Input, Keyboard, Mouse, Trackball, Glide-pad, Game Devices, Pen, Touch-screen, Digitizers and Graphic Table, Point-of-sale Terminal (POS), Multimedia, Sound Input, Voice Input, Video Input, Data Automation, General Devices, OCR Software, Checking for Accuracy.

##### Unit 5

**Data Processing:** Processing is the Thinking, Processing, Digital Data, Digital Codes, Unicode, Parity, Machine Cycle, Speed, Memory Addresses, Update, Processor Speed, Physical Components, Microprocessor, ROM (Read Only Memory), Memory Devices, Memory Speed, Motherboard, ISA Slots, PCI Slots, Connectors, Memory Slots, Keyboard Plug, Power Connections, Processor Socket.

##### Unit 6

**Output Devices:** Types of Output, Categories of Output, Printer Features, how fast?, what Print quality?, what Printer will Print?, Cable Connection, Serial Cable, Parallel Cable, USB Cable, Types of Printers, Impact Printers, Types of Impact Printers, Non-Impact Printers, Types of Non-Impact Printers, Screen, LCD screen, Screen Features, Type of Screens.

##### Unit 7

**Data Storage:** Data Storage, Magnetic Disk, Types of Magnetic Disks, Disk Format, Tracks, Sectors, Clusters, Cylinders, Disk Capacity, Accessing Data, Magnetic Tape, Types of Tape, Tape Formats, Optical Disks, Advantages of Optical Disks, Disadvantages of Optical Disks, Care of Optical Disks (CDs, DVDs), Recording.

## **Unit 8**

**Internet Basics:** What is the Internet?, Interoperable, Packet Switched, Data, Network, TCP/IP, e-mail, FTP, www, Gopher, Internet History, IP Address, Domain Name, Gateway, Repeater, Bridge, Router, Packet, Firewall Ethernet, WWW, Search Engine, URL, Home Page, Portal.

## **Unit 9**

**Internet Study:** Introduction, Web Directories, Comprehensive Directories, Yahoo, Argus Clearinghouse Infoseek/Go Guide, Topical Directories, Search Engines, Crawlers, and Spiders, Alta Vista, Excite, HotBot, Lycos, Web Crawler, Meta-search Engines, Profusion. Search, Go2Net/MetaCrawie'r SavvySearch, Portals, My Yahoo!, Sbap.com, Search Strategies, AND, OR , NOT, Using the Wild Card, Beyond the, Basics: Thinking Critically About Web Sites, Decoding Web Site Addresses, Evaluation of Information-Sources, How to Be Net Savvy.

## **Unit 10**

**Microsoft Word Xp 2003 Or 2002:** Microsoft Word 2003/2002 for Windows, The Title Bar, The Menu Bar, The Ruler, Document View, Word 2002, Text Area, Exiting Word, Things You Need to Know, Click, Options, Word 2002. Nonprinting Characters, Recently Used File List, Setting Options, Highlighting Text, Highlighting Menu Items, Placing the Cursor Microsoft Word Basic Features, Typing and Using the Backspace Key, Inserting Text, Overtyping, Bold, Underline, and Italicize, Save File, More Basic Features, Open File, Cut and Paste, AutoText, Spell Check, Find and Replace, Font Size, Fonts, Save File, Working with Paragraphs, Sample Paragraphs, Space Before and Space, After, Line Spacing, Alignment, Hanging Indent Tab Key, Bulking, Numbering, Undo, Redo, and Printing, The Tab Key, Bullets and Numbering, Undo, & Redo, Selecting Accounting Software, Tables, Creating a Table, Moving; Around a Table, Selecting a Row and Bolding the Text, Right Aligning Text, Adding a New Row to the End of the Table, Adding a Row Within the Table, Resizing the Columns, Adding a New Column to a Table, Sorting a Table, The Sum Function, Deleting a Column, Merge Cell, Table Headings Converting Text to a Table, Splitting a Table, Table AutoFormat

## **BMG 102: Drawing and Sketching**

### **UNIT 1: Introduction to Drawing**

How to Draw, How to Choose a Pencil, How to Improve Your, Drawing Skills, How to Ink a Drawing, How to Sketch.

### **UNIT 2: Drawing Shapes and Forms**

Draw a Box, Draw a Circle, Draw a cylinder, Draw a Hexagon, Draw a Perfect Pentagon, Draw a Octagonal Based Pyramid, Draw a Cartoon Car, Draw a Simple House

### **Unit 3: Drawing Text and Lettering**

How to Draw 3D Block Letters, How to Draw Bubble Letters, How to Make an Ambigram, How to Have Beautiful Writing , How to Improve Your Calligraphy Writing, How to Design a Logo

### **Unit 4: Drawing Realistic and Cartoon Characters**

How to Draw Basic Human Figures, Hoe to Draw a Body , How to Draw People, How to Draw Realistic People, How to Draw Human Faces, How to Draw a Cartoon Man, How to Draw a Funny Looking Face, How to Draw a Simpsons Character

### **Unit 5: Drawing Animals**

How to Draw Realistic Animals with Depth, How to Draw an Elephant, Draw a Horse, How to Draw a Bird, Hoe to Draw a Cat, How to Draw a Dog, How to Draw a Pig, How to Draw a Dog Face, How to Draw a Frog

### **Unit 6: Cartoon and Comic Drawing**

How to Draw a Cartoon like Face, How to Draw Bobble Men ,

How to Draw a Cartoon Cat, How to Draw a Cute Cartoon Person,  
How to Draw a Cartoon Monkey, How to Draw a Stick Figure,  
How to Draw Monsters, How to Draw a Sea Creature

#### **Unit 7: Perspective Drawing**

One Point Perspective, Two Point Perspective

### **BMG 103: Colour Theory**

#### **Unit-1**

**Color Theory: Overview:** Color Balance, Color Balance and Chromatic Colors, A Color Scheme, Traditional Color Theory, Historical Background, Color Harmony and Color Meaning, Emotional Response to Color, Physiological Principles for the Effective Use of Color, Lens, Retina, Brain, Color Blindness, Guidelines

#### **Unit-2**

**Color Basics:** Color Basics, Color Systems Working with Systems, Color Wheel, Color Relationships, Complementary Colors, Perceptual Opposites, Color Combinations, Color and Contrast, Itten's Color Contrasts, Proportion and Intensity, Contrast and Dominance, Color Shade and Tints, Color Studies Colors of a Complementary Relationship

#### **Unit-3**

**Color Harmony:** Some Formulas for Color Harmony, A Color Scheme Based on Analogous Colors, A Color Scheme Based on Complementary Colors, A Color Scheme Based on Nature, Color Context, Different Readings of the Same Color, Classic Color Schemes, Monochromatic Color Scheme, Analogous Color Scheme, Complementary Color Scheme, Split Complementary Color Scheme, Triadic Color Scheme, Tetradic (Double Complementary) Color Scheme

#### **Unit-4**

**Color Meanings:** Color Meanings and Colors that go Together, Cool Colors, The Colors of Excitement, Mixed Warm and Cool Colors, Neutral Colors, More about Color

#### **Unit-5**

**Color Model:** Light, CIE Chromaticity Diagram, RGB Color Model, CMY Color Model, Hue, Saturation, and Value Color Model, Intuitive Color Concepts

#### **Unit-6**

**Psychology of Color:** Introductions, Utilizing Psychological Effects in Painting, How to Judge Your Color Selection, Characteristic Color Combinations, Color in Photography Versus Color in Painting, Colors in Painting Versus Colors in a Room

### **BMG 104: Typography**

#### **Type Technology: History and Emergence**

Type Technology-The Four Revolutions, Type Forms Through the Centuries, Decorative & Display Type, Synthesis.

#### **Typography**

Introduction to Typography, Design, Basic Type Anatomy, Major Typeface Classifications, Letter spacing, Type Measurement, Font-Type Definitions, Typographic Terms, When Choosing Typefaces do.

#### **Typographic Design Consideration**

Measure the Measure, Hanging Punctuation, Ligatures,

Typographic Hierarchy – Size, Typographic Hierarchy - Weight.

**In-Design Tutorial for Typographic Designs**

Tutorial #1: Simple Type Exercise, Tutorial #2: Simple Formatting, Tutorial #3: Simple Table, Tutorial #4: Complex Formatting, Tutorial #5: Graphic Creation.

**Copy Preparation, Design and Layout**

Copy Preparation, The Printers' Point System, Principles of Design, Margins, Layouts for DTP & Printing, Type Faces, Classification of Types, Type Setting, Proof Reading.

**File and Font Formats**

File Formats, File Format Extensions, Font Formats, Font Format Extensions.

**BMG 105: Computer Graphics – Part I: Adobe Photoshop**

**Introduction:** What is Photoshop?, The RGB Color Space, Digital Image Types: Vectors and Bitmaps, Internet Image Standards.

**Photoshop Workplace:** The Workplace, The Photoshop Workspace, Preferences, ImageReady.

**Creating Images:** Creating New Images, Contents, Image Window, Scanning Images into Photoshop, Importing Existing Images into Photoshop, Magnification/ Navigation Controls, The History Palette, The Snapshot.

**Creating and Using Selections:** Selections and Channels, Multiple Selections, Modifying Selections, The Info Palette, Moving Selections, Selection Tool Options, Creating Selections in Quick Mask Mode.

**Photoshop's Layer:** Layers, Using Layers, Creating New Layers, Text and Layers, Layer Styles, Managing Layers.

**Editing Images:** Using the Painting and Drawing Tools, Pattern Stamp Tool, Gradient Tool, Using the Type Tool, The Character Palette, The Paragraph Palette, Fine-Tuning Filters with Fade, Curves, Adjustment and Fill Layers.

**Editing Vector Shapes:** Working with Vector Content, Creating a Selection from a Path, The Shape Tools, Combination Options, Generic Shape Tool Options, Layer Style.

**Creating Static Image:** Creating a Logo in Photoshop, Preparing the Logo for the Internet, Save for Web, Creating a Custom Logo.

**BMG 106: Computer Graphics Part-II: Adobe Illustrator- Unit 1**

**Understanding Illustrator:** Understand Illustrator's Role in the World of Digital Graphics, Get Your Hands Around Illustrator's Curves, Understand Paths, Anchor Points, and Fills, Use Illustrator with Other Programs, Get Around in Illustrator, Open a File, Use the Window Menu to Organize Views, Work with Palettes, Use Illustrator's Toolbox, Tools in Illustrator, Default Displayed Tools, Tearoffs, Pan Tools, Line Segment Tools, Rotate Tools,

Warp Tools, Sprayer Tools, Eyedropper Tools, Hand Tools, Direct Selection Tools, Type Tools, Shape Tools, Scale Tools, Pencil Tools, Graph Tools, Blend Tools, Scissors Tools, Fills and Views

#### **Unit 2**

**Creating Documents:** Set Up a New Document, Customize Preferences, Set Default File & Clipboard Settings, Navigate Your Page

#### **Unit 3**

**Draw with the Pencil and Brush Tools:** Draw with the Pencil Tool, Edit Anchor Points with the Direct Selection Tool, Define Caps and Joins, Assign Stroke or Fill Colors with the Eyedropper or Paint Bucket Tool

#### **Unit 4**

**Draw with the Pen Tool:** Pen Tool, Create and Edit Smooth Anchor Points, Draw Wave Forms, Manipulate Control Points, Edit with the Pen Tool, Manage Paths.

#### **Unit 5**

**Work with Shapes:** Shapes, Draw Ellipses and Circles, Draw Polygons and Stars, Flare Tool, Pathfinder Tools, Use Shape Modes

#### **Unit 6**

**Scale, Skew, and Rotate:** Scale, Skew, and Rotate, View a Bounding Box, Resize and Reshape with a Bounding Box, Rotate and Flip with a Bounding Box, Use More Transform Tools

#### **Unit 7**

**Text Formatting:** Format Characters, Define Stroke and Fill for Type, Format Paragraphs, Align Paragraphs, Display Hidden Characters, Set Tabs, Define Type Styles, Convert Text to Outlines

#### **Unit 8**

**Import Artwork:** Import Art, Choose Between Importing and Linking, Trace Imported Bitmaps, Organize Bitmaps with the Links Palette

#### **Unit 9**

**Filters and Effects:** Applying Effects, Two Types of Effects, Path-Bending Effects, Convert To Shape Effects, Path Effects, Pathfinder Effects, Rasterize Effects, SVG Filter Effects, Warp Effects, Exploring Fill Effects, Applying Filters, Applying a Gradient Mesh

## **BMG 107: Technical and Creative Writing-**

**Essential Grammar:** Basic Sentence Patterns, Basic Parts of the Sentence, Parts of Speech, Phrases and Clauses

**Business Correspondence and Application Letters:** Common Types of Application Letters, Common Sections in Application Letters, Background Details in the Application Letter, Checklist of Common Problems in Application Letters, Complaint and Adjustment Letters, Inquiry Letters: Types and Contexts

**Book Design:** Introduction, Front and Back Covers, Title Page, Edition Notice, Disclaimers, Trademarks, Warranties, Safety Notices, Communication Statements, Table of Contents—List of Figures, Preface, Body Chapters, Appendixes, Glossary, Index, Reader-Response Form, Book Design and Layout, Page Design, Headings, Lists, Notices, Tables, Highlighting, Margins, Indentation & Alignment, Fonts & Colour, Graphics and Tables, Graphics an Overview, Drawings, Diagrams, Photos, Uses of Illustrations and Photos, Formatting Requirements, Producing Illustrations, Photographs, Tables, Uses for Tables, Table Format, Producing Tables, Charts and Graphs, Producing Charts and Graphs, Documenting Graphics Indicating Sources, General Guidelines for Graphics—a Review

**Technical Writing:** About the Technical Report—Types of Technical Reports, Audience and Situation in Technical Reports, Topics for Technical Reports, General Characteristics of Technical Reports, Checklist for the Technical Report, More Technical Report, Technical Background Reports, Primary Research Reports, Business Plans, Technical Specifications

**Creative Writing:** Choose the Right Story Structure, Types of Structures, Narrative Structures, Structural Devices, Structural Issues, Choose the Right Way to Tell Your Story, Consider Multi-Media

**Creative Writing Process:** Introduction, Idea Collection Sheets, Categorizing Ideas, Converting to Mind Map Form, Conversion to Linear Form

## **BMG 108: Introduction to Multimedia and Its Applications-**

### **Unit-1**

**Introduction to Multimedia Systems:** History of Multimedia Systems, What is Multimedia? Challenges for Multimedia Systems, Desirable Features for a Multimedia System, Components of a Multimedia System, Applications, Trends in Multimedia.

### **Unit-2**

**Multimedia Systems and Applications:** Categorization of Multimedia, Major Characteristics of Multimedia, Terminology, Usage, Structuring Information in a Multimedia Form.

### **Unit-3**

**Computer Graphics:** Computer Graphics, Bitmap Images, Vector Graphics, Graphics Software, Graphics File Format.

### **Unit-4**

**Computer Animation:** Introduction, Early Animation Techniques, Innovations of Animators at Disney, Types of Animation, Software for Animation, Difference Between Traditional Animation and Computer Animation, Pixar and Disney Studio.

### **Unit-5**

**Interactive Media:** Introduction, Terminology, World Wide Web, Internet Forums, Computer Games, Mobile Telephony, Interactive Television, Hypermedia.

### **Unit-6**

**Multimedia Hardware:** Multimedia Computers, Input Devices, Output Devices, End User Hardware Issues, Storage, Buses.

### **Unit-7**

**Multimedia in Education:** Introduction, Terminology, Education Online, The Problem is the Solution, A Vision for the Future, Conclusion.

### **Unit-8**

**Multimedia and Virtual Reality:** Introduction to Multimedia and Virtual Reality, Technological Issues, Computer Science Aspects, User Interface, Interaction with Geographic Information, Applications, Potential.

### **Unit-9**

**Multimedia: Application and Future:** Multimedia, Applications For Multimedia, Multimedia in the Future.

## **BMG 109: Developing Presentations**

### **Unit 1**

**Delivering Presentation:** Analyzing an Audience, Avoiding Common Pitfalls Made by Presenters, Bad Delivery Habits, Don't Go Blank During Your Presentation, Eliminating Filler Words and Actions, Giving Your First Public Presentation, Integrating Movement in Presentations, Making Eye Contact with Your Audience, Overcoming Your Fear of Presenting., Planning Breaks During Presentations, Presenting to Different Types of Audiences, Tips for Keeping Your Presentation Interesting

### **Unit 2**

**Visual Presentation:** The Basics of File Compression, Capturing Bitmaps at the Correct Resolution for Projection, Choosing the Right Colors for Your Next Presentation, Fonts and PowerPoint: True Type vs. PostScript, Graphic Types and Electronic Presentations, Quick Tips for Effective Visuals, Using Different Backgrounds within a Single Presentation, Tips for Converting Multimedia Presentations to HTML, Using Different Backgrounds within a Single Presentation, Using Flipcharts Well

### **Unit 3**

**Knowing Projectors:** Connecting Laptops to Projectors, Connecting PowerBooks to Projectors, Projector Cables 101, Connecting Projectors to Public Address Systems or External Speakers, Connecting Projectors to Video Devices, Setting Up Projectors and Determining Correct Image Size

### **Unit 4**

**Introduction:** Introduction: PowerPoint, Capabilities of PowerPoint

### **Unit 5**

**PowerPoint Image Basics:** PowerPoint Image Basics Formats Inserting Pictures Onto Slides Changing the Image's Properties, Adding labels to your slide pictures Image's effect on PowerPoint file size

### **Unit 6**

**Making PowerPoint Slides:** Making PowerPoint Slides and Navigating them. Using the "Outline View in PowerPoint", Changing Slide Properties in PowerPoint, Changing the Order of your PowerPoint Slides

### **Unit 7**

**Entering Text On A PowerPoint Slide:** Entering Text on a PowerPoint Slide, Changing Text and Font Properties, Copying and Pasting into PowerPoint, Format Paragraphs in PowerPoint, Bullets and Numbers on your Slides, Spell-Checking your PowerPoint show, Adding Notes to your PowerPoint Slides

### **Unit 8**

**Viewing Your PowerPoint Show:** Show Options and "Doodling" Onscreen, Printing PowerPoint Notes and Handouts

## **BMG 110: Design Principles-**

### **Unit-1**

**The Principles of Universal Design:** Universal design, principle one: Equitable use, principle two: flexibility in use, principle three: simple and intuitive use, principle four: perceptible information, principle five: tolerance for error, principle six: low physical effort, principle seven: size and space for approach and use.

### **Unit-2**

**Principles of Good GUI Design:** Give users control, GUI successes, understand people, designs for clarity, designs for consistency, watch the presentation model, control design, applying design principles, implementing effective standards.

### **Unit-3**

**Composition and Design:** Visual elements (art elements), some design principles, visual effects, principles of art and composition.

#### **Unit-4**

**Creative Thinking Techniques:** Basic guidelines for brainstorming, practical methodology, variations, idea generating questions, the journalistic six, historical examination, block busting techniques, checklists.

#### **Unit-5**

**Teaching Creativity:** Impact of freedom on creativity, imitation in creative process, imitation and skills, ways to generate creative ideas, skills for a prerequisite to thinking and creativity, creativity drawing, and talent, drawing and creativity, self assessment as creative teaching.

#### **Unit-6**

**Design Methods:** Background of design methods, formalization of design methods, design management, proliferation of information technologies, significance of proliferation of information technologies, design planning.

### **BMG 111: Print Media–I: CorelDraw**

**Object Overview:** Object Overview, Pick Tool Overview, Shape Tool Overview, Zoom Tool Overview, Freehand Tool Overview, Rectangle Tool Overview, Ellipse Tool Overview, Spiral Tool Overview, Polygon Tool Overview, Graph Paper Tool Overview.

**Tools:** Selecting Objects, Align Objects, Distribute Object Sets, Group and Ungroup Objects, Modify Multiple Objects, Copy Object Properties, Using Guidelines, Undo/Redo/Revert Commands, Changing Object Order, Cut or Copy an Object.

**Pattern Fill:** Pattern Fill Overview, Using Preset Full Color Fills, Loading Full Color Fills, Using Bitmap Pattern Fills, Load External Bitmap Fills, Using Pattern Fill Options.

**Fill Tool:** Fill Tool Overview, Creating Solid Fills, Fountain Fill Overview, Creating Linear Fountain Fills, Creating Radial Fountain Fills, Creating Conical Fountain Fills, Creating Square Fountain Fills, Creating Custom Fountain Fills.

**Text Tool:** Text Tool Overview, Create Artistic Text, Create Paragraph Text, Change Font, Set Default Font and Size, Align Artistic Text, Align Paragraph Text.

**Vectors and Bitmaps:** Vectors and Bitmaps, Set View, Work in Wire frame View, Hints for Learning CorelDraw, Menu Overview: Part 1, Menu Overview: Part 2, Dockers Overview.

**Import/Export Overview:** Import/Export Overview, Import a File, Edit Vector Import, Edit Bitmap Import, Export a File, Export GIF File, Export JPG File, Export AI File, Export CDR File

## **BMG 112: Print Media Part-II: QuarkXPress**

### **Unit-1**

**Introduction:** Introduction, Basic Objects - Boxes and Lines, Object Shape, Outline and Colour Properties, Tools and References

### **Unit-2**

**Setting Up Quarkxpress References: Part One:** Setting up Application Preferences; Edit > References > Application.

### **Unit-3**

**Setting Up Quarkxpress References: Part Two:** Edit > Preferences > Document, "General" tab, Paragraph tab, Character tab, Total tab and Trapping tab, Creating Setting Up QuarkXPress™ Tool Defaults - Part One, Creating Setting Up QuarkXPress™ Tool Defaults - Part Two, Setting up the Colour Palette.

### **Unit-4**

**Images with Embedded Clipping Paths in Quarkxpress:** Clipping Paths.

### **Unit-5**

**Working with Master Pages in Quarkxpress:** Master Pages, Changing Master Page Objects to Document Page Objects, How to Change the Margins.

### **Unit-6**

**Recovering from and Preventing Data Loss In Quark:** Enable Auto Backups, Save Often, Make Laser Printouts, Data Recovery - Step by Step, Corrupted Image, Corrupted QuarkXpress Document File, Test Your Backups.

### **Unit-7**

**Appending H & JS in Quarkxpress:** Hyphenation and Justification, Tips for Fast Working.

### **Unit-8**

**Creating Stroked Text in Quarkxpress:** Introduction, Using Adobe Illustrator to Create the Effect, Using Quarkxpress to Create and Effect.

### **Unit-9**

**Working with EPS Files in Quarkxpress and Photoshop© - Part One:** Introduction, Working with EPS Files.

## **SECOND YEAR**

### **BMG 201: Introduction to Web Development**

**Web Development Process:** Software to Create Your Website, What Makes a Good Website?, How to Plan Your Website, Design and Layout, Create Your Web Pages, How to Put Your Site on the Net

**Site Design:** Organizing Information, Site Structure, Site Design Themes

**Images:** Introduction, Use Images Purposefully, Do Not Use Graphic Text, Avoid Animated Images, Provide Alt-Text for All Relevant Images, Provide Blank Alt-Text for Irrelevant or Redundant Images, Maintain a Catalog of Image Content, Keep Image Dimensions As Small As Possible, Use Thumbnails for Large Images

**Web Design Issues:** Introduction, Web Site Design, Issues,

Accessible Web Design, Website Planning

**The Basics Of Navigation:** Introduction, Site Navigation, Types of Navigation, Styles of Navigation, Net Objects, Web site Navigation Tips

**Web Type:** Type Matters, Type on the Web, Free Fonts for the Screen, Facing Fonts, Graphic Text, Sending Fonts with Your Page, Line Lengths, "Special" Characters, Installing and Using Web Fonts

**Client Server Architecture:** Characteristics, Comparison to Peer-to-Peer Architecture, Comparison to Client-Queue-Client Architecture, Advantages, Disadvantages

**Introduction To E-Commerce:** Business Strategy Introduction, Online Business, Types of Business Web, E-Commerce Infrastructure, The Future of the Business Web Future

**Web Services:** A Short Introduction to Web Services, Advantages and Disadvantages of Web Services, A Typical Web Service Invocation, Web Services Architecture, A Typical Web Service Invocation (Redux)

**Web Advertising:** Introduction, Successful Web Design Guidelines and Components, Web Advertising Strategies, Web Advertising vs. Traditional Advertising, Advantages and Disadvantages of Web Advertising, Effectiveness of Web Advertising

## **BMG 202: HTML**

### Unit 1

Introduction To HTML: HTML Introduction, Linear Media, Hypermedia, What is HTML Markup?, Document Structure, A Basic Document

### Unit 2

Overview: Choosing a Text Editor, Starting Note Pad, Creating a Basic Starting Document, Setting Document Properties, Color Codes, The BODY Element, Text Color, LINK, VLINK and ALINK, Using Image Backgrounds, Previewing Your Work/Save & View Cycle

### Unit 3

Content Formatting: Headings, Paragraphs, Breaks and Horizontal Rules, Paragraph, <P> </P> Break, <BR>, Horizontal Rule, <HR

### Unit 4

Character Formatting: Character Formatting, Bold, Italic and other Character Formatting Elements, Alignment, Special Characters & .Symbols, Special Characters, Additional Character Formatting Elements

### Unit 5

Lists: List Elements. UL: Unordered List., OL: Ordered-List, DL: Definition List, Nesting Lists

### Unit 6

Images: Supported Image Formats, Limited Support or Non-Supported Image Formats, Inserting Images, Additional Image Attributes

### Unit 7

Links: Link Elements, Link Types, URLs - Uniform Resource Locators, HTTP -Hyper Text Transport Protocol, FTP - File Transfer Protocol., News - News Groups, Gopher, E-mail - Electronic Mail, Telnet - Remote Terminal Emulation, internal-Links, Image Maps, Server-side Image Maps, Client-side Image Maps

#### Unit 8

Table: Introduction, Table Attributes, Table Caption, Table Header, Table Data and Table Header Attributes

#### Unit 9

Frames: Frames, Frame Page Architecture, Creating a Frames Page, Other Key Attributes of the FRAMESET Element, Compound FRAMESET Divisions, Targets, Special Targets

#### Unit 10

Forms: Forms, Form Elements, The Elements Used In Forms,. Common Gateway Interface (CGI), Intranet Application Development Architectures

#### Unit 11

Java: JAVA , <APPLET> , <PARAM>, JAVA Script

#### Unit 12

ActiveX Support: ActiveX Support, ID, Code Base, VBScript

#### Unit 13

Animated Pages: Uses of the Meta Element, Client Pull & Page Animation, Description, Keywords, Adding Sound to an HTML Page, Embed; BG Sound, Animation Elements, Marquee, Blink

#### Unit 14

Page Layout: Technical Design Considerations, Document Size vs. Download Time, Page Loading: HTTP 1.0 Differences with HTTP 1.1, Browser Compatibility & Quirks, Page Layout Guidelines, Site Design Factors and Criteria, Site Layout and Navigation

#### Unit 15

Cascading Style Sheets: Introduction to Cascading Style Sheets, Inline Styles, Embedded Style Sheets, Linked Style Sheets, Classes, IDs,-DIV and SPAN ,. Cascading, and ' Inheritance

### **BMG 203: Computer Animation: Introduction to Flash**

#### Unit-1

Introduction To Flash: What is Macromedia Flash MX 2004?, What's New in Flash MX 2004?, Using the Flash Interface, Creating a New Document, Changing Movie Properties, Flash Panels, Using the Movie Explorer.

#### Unit-2

Creating Graphics In Flash: Creating Graphics, Using Color Effectively, Layering Flash Elements, Masking Content, Organizing Content in Flash, Reusing Graphics as Symbols.

#### Unit-3

Using Text Effectively In Flash: Using Text Effectively, Using the Text Tool, Font Properties, Embedded versus Device Fonts, Anti-Aliasing Text, Creating Static, Input or Dynamic Text Fields, Using Components in Flash, Building Forms in Flash.

#### Unit-4

Flash Animation: Introduction to Flash Animation, Creating Motion Tweens, Creating Frame-by-Frame Animations, Using Motion Guide Layers, Creating Shape Tweens, Adding Timeline Effects.

#### Unit-5

Understanding Movie Clips: Using Nested Symbols, Using Movie Clip Events.

#### Unit-6

Adding Sound And Video: Importing Sounds, Using Behaviors to Load Sounds, Adding Videos, Using the Flash Media Components.

#### Unit-7

Publishing Your Movie: Publishing Flash for Web Use, Evaluating Download Performance, Flash and HTML, Publishing Flash Movies for CD-ROMs.

#### Unit-8

Navigating A Movie: Creating Buttons, Adding Behaviors to Buttons, Creating Movie Clips, Dividing Files into Multiple SWFs.

### **BMG 204: Content Digitization**

#### **Unit-1**

**The Digitization Process:** Introduction, What is Digitizing? Fit for Purpose, Compression, Pathways, Digital Objects, Data Models, Choosing Software.

#### **Unit-2**

**Capturing Video in Movie Maker:** Which Format to Choose? Improving Capture Performance in Movie Maker. The Correct Way to save Movie Maker Project Files, Editing within Movie Maker 2

#### **Unit-3**

**Digital Sound:** Introduction, Measuring Sound, Analog Audio, Digital Audio, Advantages of Digital Audio, File Size and Bandwidth, Compression.

#### **Unit-4**

**Digital Video Capturing:** Digital Video Recording, Digital Video Recorder (DVR), Process to Capture Analog Video to a PC Using a Video Capture Device, High Definition (HD) Options for Digital Video Recording (DVR), Sony's HD DVRS, High Definition TV and Video Capture Cards, TV Tuner/Video Capture Cards.

#### **Unit-5**

**Digitization File Formats:** Introduction, File Format Glossary, TIFF, JPEG, DJVU, PDF, WAV, MP3, Real Audio Ram, MPEG 21, Digitization File Formats, Images, Text, Dataset, Audio, Video.

#### **Unit-6**

**Digitization – Scanning, OCR, and Re-Keying:** Introduction, The Digitization Chain, Scanning and Image Capture, Image Capture and Oriented Character Recognition (OCR), Re-Keying.

#### **Unit-7**

**Microform:** History, Uses, Advantages, Disadvantages, Readers and Printers, Media Image Creation, Storage and Preservation, Duplication, Format Conversion, Digital Conversion.

#### **Unit-8**

**Recommendations for the Digitization of Microfilm:** Picture Qualities, Storage Form, Format, Compression, Software Requirements for Image Viewing, Hardware Requirements for Image Viewing, Long-Term Preservation of the Digital Conversion Form (Migration), Financial Visibility, Digitization and Optical Character Recognition.

### **Unit-9**

**GIS and Scanning Technology:** Introduction, Working of a Scanner, Types of Scanners, General Feature of a Scanner, Types of Scanning, Processing of Scanned Document, Choice of Scanning or Digitization, Accuracy of Scanned Images, Scanning Products.

### **Unit-10**

**Digitization Projects Management:** Introduction, Project Planning, Copyright Issues Associated with Digitizing Images, Determining the Costs of a Digitization Project, Standards and Guidelines to Consider, Selecting Equipment and Software for the Project, Workflow Process, Maintenance/Management, Quality Control, Migration of Data to New Formats, Storage, Backup and Preservation.

## **BMG 205: Content Authoring on Web Using Macromedia (Now Adobe) Dreamweaver**

### **The Dreamweaver Workspace:**

Overview of the Dreamweaver Workspce, Using the Insert Toolbar, Show or Hide Window and Panels, Customize the Document Toolbar

### **Creating Web Pages:**

Create a New Web Page, Opening and Saving Web Pages, Closing Web Pages. Previewing Web Pages

### **Using Text:**

Add Paragraphs and Headings, Align Paragraphs and Headings, Formatting Text, Insert Special Characters in Dreamweaver

### **Hyperlink:**

Introduction, Creating Hyperlinks, Using a Named Anchor to Link within a Document, Create an Email Link, Refersh the Page and Redirecting Users

### **Using Graphics:**

Insert an Image, Cropping and Resizing Images, Adjusting Image Contrast and Brightness, Setting Image Properties, Adjust the Image's Size

### **Using HTML Tables:**

Introduction, Inserting Tables, Selecting Table Elements, Formatting Tables and Cells, Importing Tabular Data, Using a Design Scheme to Format a Table, Setting Table Colors

### **Using Frames:**

Introduction, Creating Frames, Selection Frames, Saving Frames, Setting up Frames, Frame Content, Step by Step Exercise: Creating and Configuring Frames

### **Interactive Forms:**

Introduction, The Structure of an Interactive Form, Creating Interactive Forms, Validating Interactive Forms, Step By Step Exercise Inserting Elements in an Interactive Form

### **Behaviors:**

Introduction, Inserting a Behavior, Show and Hide Layer Behavior, Using JavaScript Code. Step By Step: Inserting Behaviors

### **HTML and Dreamweaver:**

Tags, Code Inspector, The Tag Hint List, Code Error, Find and Replace, Step By Step Exercise: Finding and Replacing

## **BMG 206: Developing Dynamic Web Pages Using Java and VB Scripts**

**Javascript Syntax:** Origin of Syntax, Variables, Basic Data Types, Operators, Control Structures, Functions, Objects, Exceptions, Miscellaneous.,

**Javascript and HTML:** JavaScript and HTML, The Basics,- Dialogs, Variables, Arrays, Operators.

**Control Flow:** If Condition, Switch Case, For Loop, While Loop, Function, Object Oriented JavaScript Programming.

**Java Script Methods:** Getting Information, String Manipulation.

**Form:** Form Handling, Button, Text, Text area, Other Input elements, Checkbox, Radio, Select, Form Validation.

**Introduction to VB Script:** What' is VBScript, Using VBScript with Internet Explorer, Using VBScript with Internet Information Services, Using VBScript with Windows Script Host, Using Visual Basic with Microsoft Access.

**Variant Data Type, Subtypes, and Literals:** "Variant"- Data Type and Subtypes, Data Literals, Data Literal Examples, String Data Literals, Date and Time Data Literals.

**Arithmetic Operations:** Introduction of Arithmetic Operations, "+" - Arithmetic Addition Operation, "-" - Arithmetic Subtraction Operation, "\*" - Arithmetic Multiplication Operation, "/" - Arithmetic Division Operation, "\" - Arithmetic Integer Division Operation, "Mod" - Arithmetic Modulus Operation, "A" - Arithmetic Exponentiation Operation, Introduction to Numeric Comparison Operations, Introduction to Logical Operations.

**Variable Declaration and Assignment-Statement:** Variable Declaration and "Dim" Statement, Assigning Values to Variables - "=" Statement, Empty - The Default Value of a Variable.

**Array Data Type and Related Statements:** Array, "Dim x()" - Declaring Array Variables, "x(i)" - Accessing Array - Elements with Indexes, "Dim x(n)" - Fixed-Size Array Example, "Dim xQ" - Dynamic-Size Array Example, "For Each" Statement Example, "Erase" Statement - Removing All Elements in an Array, Data Type "VariantO" - Array of Variant Values.

**Conditional and Loop Statements:** Conditional Statements, "If Statements, "If1 Statement Example's, "Select - Case" Statements, "For- ... Next" Statements, "For ... Next" Statement Example Examples, "While" Statements, "While" Statement Examples, "Do ... Loop" Statements.

**"Function" and "Sub Procedures:** What Is a Procedure?, "Function" Statement and Function Call, Function Procedure Example, "Sub" Statement and Subroutine Call, Sub (Subroutine) Procedure Example, Passing Arguments to Procedures, - Passing Arrays as Arguments, Variable Scope in Procedures.

## **BMG 207: Video Production Basics-**

### **Unit-1**

**Handling Video Camera:** Introduction, Terminology, Planning, Camera Functions, Framing, Basic Camera Moves, Shooting Technique.

### **Unit-2**

**Video Camera Functions:** Video Camera Focus, Video Camera Iris, Video Camera White Balance, Video Camera Viewfinder, Video Camera Shutter

### **Unit-3**

**Video Camera Tripods:** Tripods, Choosing a tripod, Setting up a Camera Tripod, How to Use a . Tripod, Monopods

### **Unit-4**

**CCU (Camera Control Unit) Operations:** CCU (Camera Control Unit), How to Prepare a Tape for Editing, Making a Video Master Tape, Slow Motion Replays, Shooting a Fireworks Video

### **Unit-5**

**Video Chroma—Green Screen:** Introduction, Planning the studio setting, Green screen material, Lighting the green screen, Using Green Screen Footage

### **Unit-6**

**Shooting Interviews:** Shooting Interviews - Introduction, Interview Shots, Studio Interview Settings, Mobile Interviewing Techniques, Remote Interviews, Recording Sound for Interviews, Lighting Interviews, Editing Interviews, General Tips for Shooting Interviews

### **Unit-7**

**Streaming Video:** Creating Streaming Video, Streaming Video Servers, Conversion Utilities, Exporting a File, Streaming formats

### **Unit-8**

**Introduction to Video Editing:** Introduction to Video Editing, Editing Methods, Video Editing Terminology, Linear Editing (Tape-to-Tape), Assemble Editing, Non Linear (Digital) Editing, Editing Software, Video Transitions

### **Unit-9**

**Embedding Streaming Video in a Web Page:** Introduction, Code for embedding a video file, Streaming Video Files with Quick time Streaming MPEG-4 Video Files, Streaming Video Using Flash, Streaming Video with Flash Media Server, Flash Video; Progressive Download.

### **Unit-10**

**Video Formats:** 8mm video format, The Beta/Betamax Format, DV Video Format, HDTV-Format, The Flash Video Format, The MPEG Format, QuickTime, The VHS Format, Other Formats.

## **BMG 208: Storyboarding**

### **Introduction to Storyboard**

Introduction, Origins, Usage, Film, Business, Interactive media, Benefits, Creation.

### **Creating and Using Storyboards for CBT**

Creating and Using Storyboards, What is a Storyboard?, Storyboards as Documentation, Basic Form, Question and Feedback Form, How to Create Storyboards?, Automated Storyboard Tools.

### **Storyboarding for Multimedia**

Introduction, What is a Storyboard?, Advantages of Storyboarding, Interactive Storyboarding, Using Interactive Storyboarding to Speed-up the Content-writing Phase, Using Interactive Storyboarding to Speed-up Report Document Production, From Interactive Storyboard to Prototype: A Practical Example.

### **Interactive Storyboards**

Key elements of a storyboard, Rationale, Learning outcomes, Assumed pre-knowledge, Screen layout, Additional resources, Useful user-interface techniques, Text, Graphics, Video, Pen & paper, Adding user interactivity, Experiments, Graph-plotting, Drag and drop, Equations and derivations, Self-assessment exercises, Common user-interface controls.

## **BMG 209: Visual Communication**

### **Unit 1**

#### **Basic Visual Elements**

Dot, Line, Shape, Direction, Understanding Texture, Hue, Saturation, Value, The Basic of Scale, Dimension, Motion.

### **Unit 2**

#### **Oral and Visual Culture: A Dominant Form of Communication**

Introduction, Power of Orality, Visual Communication, Visual and Oral Means of Communication.

### **Unit 3**

#### **Classical Philosophical Theories of Perception**

Introduction, Directness and Indirectness, Realism and Idealism, Direct Realism, Indirect Realism, Direct Realism Revisited, Idealism.

### **Unit 4**

#### **Photographic Composition**

Introduction, Photographic Composition, The Subject, The Frame, Angles, Balance.

### **Unit 5**

#### **Types of Photography**

Aerial Photography, Astrophotography, Black & White Photography, Commercial Photography, Digiscoping, Event Photography, Forensic Photography, Large Format Photography, Kirlian Photography, Macro Photography, Up Close and Personal, Nature Photography, Wildlife Photography, Night Photography, Panoramic Photography, Pinhole Photography, Satellite Photography, Sports Photography, Travel Photography, Ultraviolet Photography, Reflected Ultraviolet Photography, UV Fluorescence Photography, Underwater Photography.

## **BMG 210: Audio Editing: Sound Forge**

### **Unit I**

**Digital Audio:** What is Sound?, Measuring Sound, Analog Audio, Digital Audio, Advantages of Digital Audio, File Size and Bandwidth, Compression

### **Unit II**

**Digital Audio Formats:** Digital Audio Files, Streaming Audio, MPEG Audio, Non-MPEG Proprietary Formats

### **Unit III**

**Creating MP3 Files:** Encoding, Bit-Rates, Constant Bit-rate Encoding, Variable Bit-rate Encoding, Selecting the Best Bit-rate, Verifying the Results

#### **Unit IV**

**Editing Sound Files:** Sound Editing Software, Normalization, Transitions Between Songs, Sound Editing Utilities

#### **Unit V**

**Sound Editing With Audacity:** Introduction to Editing, Cut, Copy and Paste, Silence, Duplicate and Split, Splitting and Sub Mixes

#### **Unit VI**

**Audacity Menu:** File Menu, Edit Menu, View Menu, Project Menu, Generate Menu, Internal Effects

#### **Unit VII**

**Toolbar and Tracks:** Main Toolbar, Slider Bar, Edit Toolbar, Audio tracks, Pop-Down Menu, Gain and Panning Controls

#### **Unit VIII**

**Working On Sound Forge:** Getting Started, The Toolbars, Saving a File, The Data Window (Sound File Window), Editing Your Sound, Playing a Sound, Basic Editing Operations, Effects and Processing, The Effects Menu, Applying Effect, The Process Menu, Applying a Process

### **BMG 211: Video-Editing Adobe Premiere-**

#### **Unit-1**

**Overview of Adobe Premier Pro:** Introduction, Capabilities of Premier, Limitations of Premier, Cost, The adobe Premier Workspace, The Project Panel, The Monitor Panel, The timeline Panel, The Current Time Indicator, Other Common Panels in Premier.

#### **Unit-2**

**Adobe Premier Tools:** Adobe Premiere Tools Panel (toolbox), Adobe Premiere Selection Tool, Adobe Premiere Track Select Tool, Adobe Premiere Ripple Edit, Adobe Premiere Rolling Edit, Adobe Premiere Rate Stretch Tools, Adobe Premiere Razor Tool, Adobe Premiere Slip Edit, Adobe Premiere Slide Edit, Adobe Premiere Hand Tool, Adobe Premiere Zoom Tool.

#### **Unit-3**

**Adobe Premiere Import and Export:** Import Audio Files into Adobe Premiere, Import PSD Files into Adobe Premiere, Import Audio Files into Adobe Premiere, Importing MPEG files with AC3 Audio into Adobe Premiere, Exporting Video from Adobe Premiere Pro.

#### **Unit-4**

**Audio:** Synchronizing sound and Video in Adobe Premiere, Premiere Audio Mixer, Premiere—Master Meters Only, Audio Effects, Adobe Premiere Balance Effect, Adobe Premiere DeNoiser Effect, Adobe Premiere Dynamics Effect, Adobe Premiere Fill Left/Right Effects, Adobe Premiere Swap Channels Effect.

#### **Unit-5**

**Titles in Adobe Premier Pro:** Making Titles in Adobe Premiere Pro, Using the Premiere Title Designer, Importing Titles from Other Applications, Adding Titles to the Timeline, Premiere Title Templates.

#### **Unit-6**

**Transitions in Adobe Premier:** Transitions in Adobe Premiere, Transitions and handles, Adjusting the Transition Settings, Show Actual Sources, Using the Default Transitions in Adobe Premiere.

#### **Unit-7**

**Key Frames and Effects:** Key frames in Adobe Premiere, The Timeline, The

Effects Control Window, Adjusting Speed and Duration in Adobe Premiere, Slow Motion in Adobe Premiere, Fast-Motion Video in Adobe Premiere, Time Remapping in Adobe Premiere, Opacity in Adobe Premiere Pro, Adobe Premiere Effects, Adobe Premiere Trim Monitor.

#### **Unit-8**

**Special Effect-Star Trek Transporter Effect:** This unit shows you how to create the Star Trek Transporter Effect.

### **BMG 212: Advance Video Effects**

#### **Unit I**

**FCP Interface:** Introduction, Saving a Project File, The Project Icon, Interface Windows, Importing Clips into Browser Window, Viewer Controls, The Timeline Window, The Canvas Window, Renaming a Sequence

#### **Unit II**

**Organising Media:** Introduction, Using Markers to Create Sub Clips, Labeling and Removing Markers, Changing Markers into Sub-clips, Creating Bins and Organising Clips, Column Headings

#### **Unit III**

**Timeline:** Introduction, Basic Navigation, Trace Labels, Thumbnail Displays in the Timeline, Storyboard Editing, Displaying Audio Waveforms, Timeline Editing Symbols, Timeline Navigation (Arrow Keys), Removing a Gap

#### **Unit IV**

**Capturing Audio Video:** Type of Input Supported, Storage Requirements for DV, Log and Capture Window, Capture Settings, Clip Settings Tab, Logging Tab, Specifying a Tape Reel, Clip Duration Box, Capture Buttons, Using Tunes to convert Audit samples Rates

## **THIRD YEAR**

### **BMG 301: Animation Principles**

#### **Unit-1**

**What is an animator's job?** (The passion and love of animation, your own studio, selling your talent, job of animator - small shop/midsize subcontractor/major studio, The workflow- pitching project/contracts/storyboard/objects/scene/character/motions/testing/rendering/billing, issue of schooling, employability in animation)

#### **Unit-2**

**The tasks of animation:** (Conceptualization - storyboard/client presentation/timing the board/ breakdown the board/time allowance for rendering/rendering farm, Execution - dividing the work/script writing and approval/element breakdown/ milestones/design exterior scenes/design interior. Design characters/acquiring music sound effects voice talents/ choreography/building render farm/lip-sync/test pass rendering/ recording and mixing the track,/HD conformation to D.-5, recording the results/internet distribution)

#### **Unit-3**

**What equipments will be necessary?** (Equipment obsolence, Cost and ROI, burn rate, basic animation computer, choosing a computer, choosing hardware, audio creation, cabling, role of video in animation studio)

#### **Unit-4**

**How do leading animation programs like Maya and 3ds Max work?** (Common elements: views, navigation, layers and histories, timeline, 3ds max: description, program and view navigation/object manipulation/object creation and editing/object editing/layers/trackbar, Maya: description, program and view navigation/object creation and editing/object editing/layers/timeslider)

## **BMG 302: Introduction to Maya**

- 1. User interface:** (Title bar, menu bar, status line, the shelf, Toolbox, Workspace, Channel Box, Layer editor, time slider, range slider, command line, script editor button, Help line, Toolbox, Navigating a scene, setting up a project, Camera, Creating and placing a geometry, Focus and shade in view editor, transforming objects, Creating hierarchy, animating objects, shading an object, adding light, rendering animation).
- 2. Polygon Modeling:** (Polygon anatomy, selecting and editing polygon component, advantages in polygon modeling, Heads up display, custom polygon display, Tutorial for building a polygon model).
- 3. Organic Modeling:** (Creating a custom shelf for polygon model, assigning hotkey, using polygonal marking menu, model structure, planning topology, Tutorial of modeling human head or equivalent structure, subdivision proxy, hierarchical subdivision surfaces, subdividing at render time, converting model to a subdivision proxy sculpt the geometry tool, finalize the geometry).
- 4. Basic NURB Modeling:** (Components of NURB curves, component of NURB surface, surface or curve degree, curve direction, parameterization of curve and surface, surface direction, advantage and disadvantage of NURB modeling, Level of continuity, tools for achieving continuity, creating curves using curve tools, curves on surfaces, attaching and detaching curves, cutting and filleting curves, Tutorial for modeling with NURB, Revolving/extruding/ lofting/ birailing surfaces).
- 5. Advanced NURB Modeling:** (Modeling with trimmed surface, Tutorial, modeling NURB patches, Tutorial).
- 6. Preparing Models for Animation:** (Generating poly surfaces from NURB curves, Converting NURB surfaces to poly, hierarchical subdivision surfaces, Tutorial on modeling with subdivision surfaces).
- 7. Deformers:** (Non linear deformers, applying and Using nonlinear deformers, Lattice deformers, cluster deformer, wire deformer, soft modification tool, blend shape deformer, wrap deformer).
- 8. Joints and Skeletons:** (Creating skeletons, selecting and inserting joints, Joint tool options, orienting joints, world object and local transformation, Tutorial of creating biped skeleton).

## **BMG 303: Character Setup and Animation in Maya**

### **Unit-1**

**Skinning and Advanced Deformers:** (Rigid bind process, edit membership, fexors, smooth bind process, weight normalization, Tutorial on smooth skinning a character)

### **Unit-2**

**Connecting Attributes:** (Direct connections, expressions, keyed relationships, types of constraints, using constraints)

**Unit-3**

**Character Controls:** (Forward kinematics, Inverse Kinematics, Tutorial on building a control rig)

**Unit-4**

**Animation Basics:** (Keyframe animation, in between and interpolation, setting keys, viewing and editing keyframes, playback controls, Tutorial on key frame animation, basic animation principles: squash and stretch, anticipation follow through, secondary action, case studies)

**Unit-5**

**Character Animation:** (Tutorial like walking and pushing a box)

**Unit-6**

**Animation Tools:** (File referencing; Creating references, managing references, Tutorial on creating non-linear animation, create character set, use trax editor, retargeting workflow, Tutorial on retargeting, object interaction, constraints, using parent constraints)

## **BMG 304: Advanced Maya**

**Unit 1**

**Texture Basics:** (Hypershade selections, Working with hypershades, using attribute editors for editing materials, rendering nodes and their attributes, material nodes, texture nodes, placement nodes)

**Unit 2**

**Texturing in practice:** (Tutorial on building shading networks texture the stone wall material Create bronze material, create specular, diffuse and reflectivity maps, create a reflection map, use IPR to fine tune material attributes, tutorial on UV texture mapping, creating UVs in the UV texture editor)

**Unit 3**

**Lights and camera:** Light Nodes, types of lights, light attributes, spot light attributes, light Effects shadows, Camera nodes, Tutorial on indoor lighting, Tutorial on outdoor environment Lighting, setting scene, creating dome light)

**Unit 4**

**Rendering:** (Rendering preparation, render setting window, select a render engine, Anti-aliasing quality setting, anti-aliasing in material ray, How ray tracing works, tutorial using Ray tracing, tutorial on using masks, Motion blur, environment fog mental ray, tutorial on rendering With global illumination, tutorial on rendering caustics, tutorial on final gather, HDR image with final gather, rendering with displacement maps, displacement shading network, the approximation editor)

**Unit 5**

**Particles and fields:** (Creating particles, particle tool, emitter, particle attributes, lifespan, render Attributes, per particle attributes, Applying fields, types of fields, common field attributes, tutorial On particles and fields)

**Unit 6**

**Maya Hair:** (Using hair, Maya hair presets, Tutorial on creating hair from scratch)

**Unit 7**

**Maya Cloth:** (Loading Maya cloth, important concepts on cloth, tutorial on making a dress)

**Unit 8**

**Rendering For Post Production:** (Camera Mapping, Tutorial on camera mapping, creating a reflection map, environment ball, Tutorial on rendering, render layer, hard color pass,

ambient color pass ,soft reflection pass,soft reflection pass,hard specular pass,soft specular pass,  
case studies on each of these passes)

## **Unit 9**

**Compositing For Post Production:**(setting up after effects, composition diffuse surface,  
compositing Refraction. Composition specular highlight, creat thrusters effects,  
masking the edge, case studies covering all of these effects, make aninitial color contrast adjustment,  
add a shadow, create heat ripple, create pools of lights  
Feather the edge, color correction, case studies on each of these)

## **BMG305: Introduction to 3Ds Max**

### **UNIT 1**

**INTRODUCTION:** The views, The tools, Manipulating views,  
Tutorial: manipulating the views, The main toolbar, The command  
panel, Quad menus, Rollouts: inputs, spiners, and flyout menus,  
Summary

### **UNIT 2**

**THE 3DS MAX PRODUCTION PIPELINE:** Project planning,  
Assessing the problem, Bidding and billing, Bidding fixed price, Time  
and materials, Determining the billing process, Signing copyright,  
Non-disclosure, and Non-compete agreements, Getting approvals,  
Creating storyboards, Model sheets, Creating mock-ups and animatics,  
Starting full-scale production, Delivering preliminary contents,  
Delivering final content, Billing the client, Ending the contract, Giving  
recognition, The production pipeline, Summary

### **UNIT 3**

#### **STARTING SIMPLE; CREATING SHAPES AND PRIMITIVES:**

Creating shapes, Tutorial: creating basic shapes, Building a line, Tutorial:  
building a line, creating primitives, Tutorial: creating a sphere, Tutorial  
review, Tutorial: creating a box,  
Tutorial review: Building cylinders, cones and tubes, Tutorial: creating  
a cylinder, cone and tube, Segments and sides, Tutorial: editing the  
segments and size parameters, Editing primitives and shapes  
parameters, The modify panel, Summary

### **UNIT 4**

**MANAGING AND MANIPULATING 3D SPACE:** Transform axis,  
Transformation tools, The pivot point, Transform gizmos, Positional  
transforms, Tutorial: transforming with the select and move tool,  
Transform type-in dialog box, Tutorial: using the transform type-in  
dialog box, Using the quad menu, Tutorial: using the transform typein  
dialog box, Rotational transforms, Using the rotate transform gizmo,  
Scale transforms, Coordinate systems overview, Summary

### **UNIT 5**

**BUILDING WITH SUB-OBJECTS:** Sub-objects, Tutorial: adding  
an editmesh modifier, Tutorial: transforming sub-objects, Building the  
mailbox body, Tutorial: building the mailbox body, Tutorial: creating  
the door using an editable poly object, Summary

### **UNIT 6**

**BUILDING THE WATER TOWER:** Tutorial: building the tower cap,  
Tutorial: building the tower body, Tutorial: creating the cross beams,  
Tutorial: creating the vertical support beams, Tutorial: creating the  
tank floor, Building bottom cross beams, Accessories, Summary

### **UNIT 7**

#### **BUILDING THE ELASTIC-POWERED ATMOSPHERIC**

**TRANSPORTER:** Overview, Tutorial: building the fuselage, Tutorial:  
building the wing, Tutorial: creating the stabilizer, Tutorial: creating  
the rudder, Tutorial: creating the propeller, Tutorial: the linkage and

power band, Summary

## **UNIT 8**

**COMPLEX MODELING: CREATING A SKULL:** Get to know your subject, Where to start, Tutorial: the virtual studio, Applying a material, Tutorial: modeling within the virtual studio, Tutorial: refining the skull, Tutorial: refining the nasal cavity, Tutorial: creating more skull detail, Tutorial: creating an eye socket, Tutorial: adding the nasal bridge, Further refinement, Tutorial: refining the eye socket, Tutorial: building the horn, Tutorial: the final revision ...almost, Summary

## **Advanced 3D MAX-BMG 306**

### **Unit-1**

**Building a Character:** Building from a Box- Again, Tutorial: Creating the Side of the Fish, Tutorial: Building the Fish Head, Tutorial: Adding the Tail, Tutorial: Adding the Cheeks and Nose, Tutorial: Creating the Eye Socket, Tutorial: Adding Fins, Tutorial: Creating a Pectoral Fin, Tutorial: Building the Mouth

.

### **Unit-2**

**Basic Hierarchies and Parametric Animation:** Basic Animation, Creating Key Frames, Auto Key versus Set Key Mode, Tutorial: Animating Parameters, Tutorial: Wiring Parameters Creating a Hierarchy, Tutorial: Using a Dummy Object .

### **Unit-3**

**Rigging and Animating:** Setting up the Character for Animating, Tutorial: Creating the Eyes and Eyelids Creating the Eyelids, Tutorial: Finishing the Eyelids, Tutorial: Controlling the Eyes with Look At, Tutorial: Rigging the Body, Tutorial: Creating a Hierarchy, Tutorial: Creating a Working Tail Tutorial: Skinning a Fish Tutorial: Animating the Rig .

### **Unit-4**

**Material Basics:** The Material Editor-the Key to Creation, Material Editor Overview, Tutorial: Selecting a Shader Specular Controls Maps Mapping, Mapping Problems and Solutions, Bump Maps and Other Material Attributes, General Map Options .

### **Unit-5**

**Materials Unwrapped:** Tutorial: Creating and Applying the Materials for the Mailbox Tutorial: Mapping with unwrap UVW Tutorial: Aging the Mailbox Tutorial: Aging the Flag .

### **Unit-6**

**Lighting and Atmospheric:** Before the Lighting Begins Interior Lighting (Inside the Puddle), Tutorial: Adding Lights to a Scene, Tutorial: Customized Lighting Projection Maps and Advanced Effects, Tutorial: Additional Light Sources, Tutorial: Adding Depth to Water, Tutorial: Creating Streaks of Light through the Water .

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Creating a Camera Tutorial: Rendering Output to Frames Tutorial: Setting Up a Render Farm, Tutorial: Using Network Rendering the Queue Monitor Editing Job Output Controlling Rendering Servers The Split Scanline Option .

### **Unit-8**

**Particle Flow for Modeling and Effects:** What is Particle Flow? Tutorial: The PF Source, Tutorial: Applying Materials to Particles, Tutorial: Events, Tests, and Branching .

## **BMG 307: Character Animation**

### **Unit-1**

**Basics:** (Workflow in 3d animation, principles of animation related to action/overall animation, human anatomy, 3ds max features including bones constraints, modifiers, expression controllers, maxscript, IK solver).

### **Unit-2**

**Character Modeling:** (Modeling methods, Creating torso, arms, legs, neck, body, face).

### **Unit-3**

**Preparation for Modeling:** (Creating skeleton with two/four legs, skinning a model, assigning weights to vertices, skinning two legged model).

### **Unit-4**

**Animation of Biped (Two-legs) Character:** (Two leg walk, animating two leg walk-various poses/cycles).

### **Unit-5**

**Animation of Quadruped (Four-legged) Character:** (Four leg walk, animation of walk-toot node/legs/spine/tail/ears, Complete walk cycle).

### **Unit-6**

**Animation of Expressions:** (Body/face expressions, morphing face expressions, animating eyes, lip sync).

### **Unit-7**

**Preparing Biped with Character Studio:** (Character Studio basics, creating biped, skinning - assigning Physique modifier/editing envelop/creating bulges, applying tendons, using Physique flies).

### **Unit-8**

**Animating Using Character Studio:** (Methods of animating a Biped, animating a Biped, libraries of biped animation).

## **BMG 308: CG Film–Making**

**Story Ideas:** Two types of Story Concepts: Type 1: Your Stories/Type 2: Someone Else’s Stories; Filtering: Is the Idea Ripe to Be Animated? Why Are You Making This Film? Avoiding Pitfalls and Perils: Cliches/Not Having a Story/Gratuitous Photo realism/Biting Off More Than You Can Chew, Feasibility: Your Experience Level/ Time Resources/Scope/Two Final Filters, The Example Film’s Story.

### **Production: 3DS Max and the Animation Pipeline:**

Wearing the Producer’s Hat, Preparing to Prepare, Scope of Work, R&D and Learning Feasibility Revisited, Planning, Defining the Max Animation Pipeline, Identifying granular Tasks, Organizational Methods, Scheduling: Putting a Gun to the Head of invention, Production Documents, Factors That Affect Scheduling, Planning the Example Film, Top-level Considerations, Scope of Work, Example Film’s Toolset, Feasibility, What Got Cut, Key Methodology Decisions.

### **Scriptwriting: Story and Character through**

**Dialogue:** Studying a Little Eugene O’Neill, Preparation, Background Reference, Outlining the plot, Creating a Back Story, Knowing What Your Character Would Do, Sample biography, Scriptwriting: What Does a Given

Phrase Make You Animate?, Character Acting Starts With the Script, Writing Dialogue, Internal Dialogue: Writing Action, Revisions, Writing the Example Film's Script, Fine-Tuning the Dialogue.

**Art Direction: Designing the Animation: Art**

Direction: Establishing and Aesthetic, Reference Creating Concept Art: Approach: Communicating an Idea.

Character Design. \* Facial Design, Male Facial design Female Body/Costume Design, Male Body/Costume Design, Character's Design drawings, Set Design, Tying Your Aesthetic Elements Together, The Visual Identity.

**Storyboarding: Cinematic Planning: The**

Cinematographer's job Storyboarding: Blocking and Story Progression Character Choreography and Placement Action Dram and Expressions Camera composition and Camera Moves Animators Edit at the Beginning Storyboards Are the Ultimate Planning Tool Drawing beyond storyboards

Animatic Color Script Previsualization Animations Balancing Good planning Without Sacrificing Serendipity Example Storyboards.

**Sound: Your Film's Sonic Identity:** General Notes on Sound: Sound as a Storytelling Tool General Equipment and process Audio Advice From Industry Expert Alan Stuart Character Dialogue: Voice Casting Directing a Dialogue-Recording Session Characters' Recording Session Alan Stuart on Dialogue Recording, Sound Effects: Basic Sound Effect Techniques Sound Effects for "The Game to Save the World" Music: Working with a Composer or Songwriter, Setting the Tone. Alan Stuart on Sound Effects: Using Existing Music Audio Workflow for Your Animation.

**Layout: Preparing the Scene:** (Back to the Producer's Job: Scene Breakdown and File Creation Organizing with selection Sets and Filters Blocking Movement Pre visualization Revisited.

**Facial Animation: Keyframing Expressions:** Rigging the Face with Morph Targets: Defining a Set of Morph Targets Modeling Setting Up the Morpher Modifier Facial Animation: Animating the Eyes Animating Facial Expressions Lip-synching Another Approach to Morphing: Muscles)

**Bringing the Background to Life:** Secondary animation: 3-D Effects Animation Scatter Compound Objects, Orbiting particle Systems Secondary Animation with the Flex Modifier Final Linking, aming, and Merging Effect: Orbiting Light Trails: Creating Random Oscillations The Appearance of Light Effect: A Flame Made of Bubbling Glass.

**Lighting and Rendering: Crafting an Atmosphere:** Choosing a Renderer. The Importance of Lighting in CG: Character Lighting: Three-Point Setup. Character Lighting Within a Scene: Integrating Character and environmental Lighting. Adding Global Illumination and High Dynamic Range Images. How the HDRI Image

for Cloud 10 Was Created, Rendering: Environment and  
Video effects. Effects in the Example Film. Final  
Rendering Letting Your Computer Work for You.  
**Compositing and Video Editing: Finishing Touches:**  
Compositing with Combustion 3: Creating a Videogame  
Interface Video Editing: simple Editing with Adobe  
Premiere Video Compression Codecs Getting Your Films  
Out to the World.

**DEB-UGC application for program approval for AY 2023-24**  
**School of Architecture, Science and Technology, YCMOU Nashik**

**Programme Project Report (PPR)**

**B.Sc. (Physics, Chemistry, Mathematics)**

<b>1.</b>	<b>Name of Program:</b>	<b>Bachelor of Science in Physics, Chemistry, Mathematics</b> <b>B.Sc. (PCM)</b>
a	Programme's mission & objectives :	<p><b>Mission:</b> The “Bachelor of Science” is an innovative program based on a number of core courses in Physics, Chemistry and Mathematics. Upon graduation, the students will be able to understand and appreciate the impact of “ Physics, Chemistry and Mathematics” in day to day life. Further, the students will be exposed to the current trends in research about “Physics, Chemistry and Mathematics”.</p> <p><b>Objectives:</b> This “Bachelor of Science” in Physics, Chemistry and Mathematic sprogramme will</p> <ul style="list-style-type: none"><li>❖ Prepare students with clear understanding of important basic concepts of “Physics, Chemistry and Mathematics” and their relevance in day to day life</li><li>❖ Expose students to current trends in research in these areas</li><li>❖ Impart important skills which are essential for success in world of work</li></ul>

b	Relevance of the program with HEI's Mission and Goals :	<p>This “<b>Bachelor of Science</b>” programme is relevant with following objects of this university:</p> <p>Object (a), (b), (c) and (d) mentioned in the First Schedule of the YCMOU Act, 1989 on page 16, which are as follows:</p> <ul style="list-style-type: none"> <li>❖ To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]</li> <li>❖ To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]</li> <li>❖ To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]</li> <li>❖ To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]</li> </ul>
c	Nature of prospective target group of learners:	Prospective students are those who have passed 10+2/ HSC (12th) Science with Biology or Equivalent
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :	The “ <b>Bachelor of Science</b> ” programme use the Blended Mode of Education, that is, where theory component of teaching-learning is offered in online / distance mode and practical activity component of teaching-learning is offered in full face-to-face mode under guidance and supervision of qualified and experienced teacher at study center. Hence, this programme is appropriate to conduct in Open and Distance Learning mode to acquire specified skills and competence.

e	Instructional Design:	<p>Uploaded on university portal in the Programme Syllabus</p> <ol style="list-style-type: none"> <li><b>Semester pattern:</b> There are 6 semesters in this programme. Total 16 weeks/Semester for Teaching-Learning are planned during each semester.</li> <li><b>Minimum programme duration:</b> 3 years after 10+ 2/ HSC (12th) or Equivalent.</li> <li><b>Required study efforts:</b> Total 378 Hours of Teaching-Learning support from the University and total 282 Hours of Self-Study, that is, total 660 Hours of total study efforts (including Self-Study) during each semester</li> <li><b>Medium of Instruction:</b> English</li> <li><b>Attendance:</b> Minimum 75 % attendance compulsory for all Practical/Activity/ Project type of courses from Sem 1 to 6 (Course 05, 06 and 07 at each semester)</li> </ol>
f	Procedure for admissions, curriculum transaction and evaluation :	<p><b>Admission procedure:</b> The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose.</p> <p>Common online admission system is followed by the University for this Programme.</p> <p><b>Admission Eligibility:</b> 10 + 2/ HSC (12th) pass with Biology or Equivalent</p> <p><b>Total programme Fee:</b> ₹ 6100 for each year, which is duly approved by the university authorities.</p> <ol style="list-style-type: none"> <li>01 SLM EBook developed for <b>each</b> skill and core course.</li> <li>Total 08 Face-To-Face counseling sessions, <b>each</b> of 60 Minutes duration, is provided at respective study center, for <b>each</b> Skill and Core course.</li> <li>Total 12 Face-To-Face counseling sessions, <b>each</b> of 120 Minutes duration, will be provided at respective study center, for <b>each</b> practical/ activity/ project type of course.</li> </ol> <p><b>Evaluation Pattern:</b></p> <ul style="list-style-type: none"> <li>Formative Evaluation or Continuous Assessment: <b>20%</b> Weightage</li> <li>Summative Evaluation or End Examination: <b>80%</b> Weightage</li> <li>Separate and independent passing @ <b>40%</b> in EE and (CAT+EE)</li> <li>Only <b>best of past performance shall be reported</b> in transcript or mark statement.</li> </ul>

g	Requirement of the laboratory support and Library Resources:	Required laboratory support and Library Resources will be provided by recognized study centers of this university for this programme. Study centers shall be recognized only at recognized UG colleges which are affiliated to other conventional universities and offering “Physics, Chemistry and Mathematics” at UG level. Thus, requirement of laboratory support and Library Resources will be automatically ensured.
h	Cost estimate of the programme and the provisions:	Total estimated development cost for total 24 Courses at 06 Semesters about <b>₹ 30 Lacs</b> .  As per the approved University Budget for resp financial years.
i	Quality assurance mechanism and expected programme outcomes :	The following key result areas will be closely monitored.  i. Enrolment of student (Equited Access) ii. Examination Results iii. Placements/satisfaction of passing out students iv. Administrative feedback  Internal and External Examiners have <b>equal 50%</b> weightage in student evaluation.  <b>Equal</b> weightage for <b>each</b> credit in student evaluation.

## B. Duration & Nomenclature

Name of Programme :-	<b>B.Sc. (Physics, Chemistry, Mathematics)</b>
Medium	English
Year	3 Years
Level	UG
Academic Session	June/ July 2023-24
Entry Qualification (as per the Specification of Degrees, 2014)	Candidates with 10+ 2/ HSC (12th) or Equivalent Pass
Duration (as per the Specification of Degrees, 2014)	03 Years
Name of the Department	School of Architecture, Science and Technology, YCMOU Nashik

## C. Mode of Evaluation

Year	2023
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes [ 20-80 Pattern]
Examination Scheme	Formative and Summative
Percentage of Continuous Assessment(%)	20%
Percentage of Term End Examination(%)	80%
Pass or Fail Criteria 40%	40% for Pass
Pass/Fail Criteria (% Pass Marks)	40% to 50 % for Pass Below 40 - Fail

**D. Mode of Examination**

Whether examination through Online (For ODL Programs)	No [Under supervision]
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**E. SLM Development (Submit all SLM in pdf in pendrive and prepare the SLM availability sheet in the order as per sample in pdf for each program separately)**

Particulars	% SLM in house developed	% SLM in collaboration with HEI( It should not be more than 40% of total SLM .If it is in collaboration then provide MOU in Soft & Hard copy
Printing Material	100%	-
Audio-Video Material	Development in process	-
Online Material	Yes [ pdf of SLMs and Audio-video lectures]	-
Compute based Material	-	-

**DEB-UGC application for program approval for AY 2023-24**  
**Information to be submitted by the School for each program separately**

**A. Programme project report (PPR)**

<b>Name of Program : BCA (Bachelor of Computer Applications)</b>	
a	<p>Programme's mission &amp; objectives</p> <p><b>Mission:</b> To respond to the key challenges faced by learners, academia, industry, and society as well as government at large by offering work based and performance centric degree program.</p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. The objective is to develop skilled and quality manpower in the various areas of software industry and Information Technology as per industry demands/standards.</li> <li>2. BCA Programme aims at inculcating essential skills as demanded by the global software industry through interactive learning process including team-building skills, audio- visual presentations and personality development programs.</li> <li>3. The program enhances analytical, managerial and communication skill besides inculcating the virtues of self-study. The Curriculum has been designed to cater to the ever changing demands of information technology along with necessary inputs from the Industry</li> </ol>
b	<p>Relevance of the program with HEI's Mission and Goals</p> <p>Education in general and 'computer education' in particular is gaining utmost importance in today's Knowledge society. Computer skills have become the life skills for everybody. The mission of university is "To reach to the masses" and Making available technical education to those who can't afford financially or due to other reasons?</p> <p>To provide computer education to all who is willing to work in IT industry. BCA combine the intellectual challenge of a new discipline with the excitement of an Innovative and rapidly expanding information technology.</p> <p>Considering the necessity of enabling the opportunities for youths who either wants to pursue a career in Computer Applications / are either employed /self-employed or are unable to pursue higher education due to economic or other reasons</p> <p>Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program.</p> <p>(a) To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]</p> <p>(b) To strengthen and diversify the degrees, diploma, and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on</p>

		<p>the basis of its natural and human resources; [1(b)]</p> <p>(c) To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]</p> <p>(d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]</p> <p>(e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]</p> <p>(f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)]</p> <p>(g) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts and skills of the country, raising their quality and improving their availability to the people; [1(g)]</p> <p>(h) To provide for the counselling and guidance to its learners; [1(j)]</p> <p>(i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]</p>
c	Nature of prospective target group of learners	<p>Learners who plan to pursue respectable career through Self-Employment, Executive Employment, Entrepreneurship, Professional Career in the field of IT/Computers, service sectors.</p> <p>These programmes are intended for learners who have passed 10+2 or equivalent and who plan to pursue careers in computer science, in the fields that make use of Computing and for those who plan postgraduate study in computer science.</p>
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	<p>Learning Outcomes:</p> <ol style="list-style-type: none"> <li>1. An ability to define a problem and provide a systematic solution with the help of conducting experiments, analyzing the problem and interpreting the data.</li> <li>2. An ability to use the techniques, skills, and modern engineering technology tools, standard processes necessary for practice as an IT professional.</li> <li>3. An ability to analyze and provide solution for the local and global impact of information technology on individuals, organizations and society.</li> </ol>
e	Instructional Design	<p>Uploaded on university portal.</p> <ol style="list-style-type: none"> <li>1. <b>Semester pattern:</b> There are 6 semesters in this</li> </ol>

		<p>programme. Total 16 weeks/Semester for Teaching-Learning are planned during each semester.</p> <p>2. <b>Minimum programme duration:</b> 3 years after 10+ 2/ HSC (12th) or Equivalent.</p> <p>3. <b>Medium of Instruction:</b> English</p> <p>4. <b>Attendance:</b> Minimum 75 % attendance compulsory</p>						
f	Procedure for admissions, curriculum transaction and evaluation	<p><b>Admission procedure:</b> The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose.</p> <p><b>Eligibility criteria for the admission:</b> 12<sup>th</sup> passed / 3 years of diploma passed.</p> <p><b>Programme Fees:</b></p> <table border="1"> <tr> <td>First Year</td> <td>Rs. 23000/-</td> </tr> <tr> <td>Second Year</td> <td>Rs. 23000/-</td> </tr> <tr> <td>Third Year</td> <td>Rs. 23000/-</td> </tr> </table> <p><b>Curriculum Instruction:</b></p> <p>One book/e-book for each course</p> <p>15 Counselling sessions (of 2 hours each) for each theory course</p> <p>15 Practical Sessions (of 2 hours each) for each practical course</p> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Formative Evaluation or Continuous Assessment: <b>20%</b> Weightage</li> <li>• Summative Evaluation or End Examination: <b>80%</b> Weightage</li> <li>• Separate and independent passing @ <b>40%</b> in EE and (CA+EE)</li> </ul>	First Year	Rs. 23000/-	Second Year	Rs. 23000/-	Third Year	Rs. 23000/-
First Year	Rs. 23000/-							
Second Year	Rs. 23000/-							
Third Year	Rs. 23000/-							
g	Requirement of the laboratory support and Library Resources	<p>Computer Lab facility is available.</p> <p>Learner has to maintain Journal of practical courses</p> <p>Library Resources are required. – Yes</p> <p>E-learning Models are made available to the learners.</p>						
h	Cost estimate of the programme and the provisions	<p>Course Development (Meeting, writer's and editor's remuneration): 5,00,000/-</p> <p>The development of 22 Courses of 6 Semesters is complete.</p> <p>The budget provision for the development of 02 courses is available.</p>						

i	Quality assurance mechanism and expected programme outcomes	<p>The University through the following measures ensures quality in the delivery of the program and its outcomes.</p> <ol style="list-style-type: none"> <li>1. Monitoring of study centers to ensure that counseling is provided to learners as per the schedule.</li> <li>2. Learners' feedback for effective dissemination of the content through SLMs, and online resource materials.</li> <li>3. Continuous Assessment for learners progression</li> <li>4. Inviting learners' feedback, responses through letters/ mails.</li> <li>5. Examination and Results within the stipulated time.</li> </ol> <p>The following key result areas will be closely monitored.</p> <ol style="list-style-type: none"> <li>i. Enrolment of learner (Equated Access)</li> <li>ii. Equal Weightage for each credit in learner evaluation</li> <li>iii. Demonstrate in-depth knowledge of the subject, both in theory and application.</li> <li>iv. Placements/satisfaction of passing out learners</li> <li>v. Administrative/stakeholder feedback</li> </ol>
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### B. Duration & Nomenclature

Name of Programme :-	Bachelor of Computer Applications (BCA)
Medium	English
Year	3 years
Level	Undergraduate Degree
Academic Session	June/July
Entry Qualification (as per the Specification of Degrees, 2014)	12 <sup>th</sup> pass or Equivalent
Duration (as per the Specification of Degrees, 2014)	3 years
Name of the Department	School of Computer Science

**C. Mode of Evaluation**

Year	Semester End Examination
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes (20-80)
Examination Scheme	Formative and Summative
Percentage of Continuous Assessment(%)	20%
Percentage of Term End Examination(%)	80%
Pass or Fail Criteria 40%	40% and above
Pass/Fail Criteria (% Pass Marks)	Pass: 40% and above; Fail: Below 40%

**D. Mode of Examination**

Whether examination through Online(For ODL Programs)	No
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**E. SLM Development (Submit all SLM in pdf in pendrive and prepare the SLM availability sheet in the order as per sample in pdf for each program separately)**

Particulars	% SLM in house developed	% SLM in collaboration with with HEI( It should not be more than 40% of total SLM .If it is in collaboration then provide MOU in Soft & Hard copy
Printing Material (e-books)	100%	
Audio-Video Material	100%	
Online Material	100%	
Computer based Material	100%	

**DEB-UGC application for program approval for AY 2023-24**  
**School of Architecture, Science and Technology**

**A. Programme project report (PPR)**

<b>Name of Program :</b>	
a	<p>Programme's mission &amp; objectives</p> <p><b>Mission:</b> The 'M.Sc. (Environmental Science)' Program aims to create awareness about environment, analyze various and vital environmental issues and find creative solutions for the same, to inculcate values, entrepreneurship and research attitude in learners.</p> <p><b>Objectives:</b> The 'M.Sc. (Environmental Science)' Program will-</p> <ul style="list-style-type: none"> <li>• Educate about the environment</li> <li>• Inculcate research attitude</li> <li>• Inculcate entrepreneurship</li> <li>• Help in understanding of complex relationships between humans and nature</li> <li>• Create awareness about various environmental problems and environmental legislation</li> <li>• Help in career opportunities in both private and government sector/ in India and abroad</li> </ul> <p>Provide job opportunities in allied sectors [Engineering, Social sciences, Political sciences, Humanities, Photography etc.]</p>
b	<p>Relevance of the program with HEI's Mission and Goals</p> <p>Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program</p> <p>(a) To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]</p> <p>(b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]</p> <p>(c) To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of</p>

		<p>innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]</p> <p>(d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]</p> <p>(e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]</p> <p>(f) To develop innovative, need based Vocational courses and establish industry, institution linkage for developing the society; [1(f)]</p> <p>(g) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts and skills of the country, raising their quality and improving their availability to the people; [1(g)]</p> <p>(h) To provide for the counseling and guidance to its students; [1(j)]</p> <p>(i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]</p>
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c	Nature of prospective target group of learners	Candidates with B.Sc./ B.Sc. (Agriculture)/ B.E./ B.Tech./ B. Pharm. Degree or Equivalent pass. Although, similar PG Program on offer from the conventional institutes, conventional educational system offers very little freedom to learners as regards to when, where, how to learn. Proposed Program aims to provide this freedom to learners to the maximum possible extent.
d	<p>Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence Specify the expected learning outcomes in terms of:</p> <ol style="list-style-type: none"> <li>1. Knowledge Attainment:</li> <li>2. Skills and Competencies:</li> <li>3. Compliances of academic, professional &amp; occupational standards:</li> </ol>	<p>Proposed Program aims to provide relevant skills as needed by the working professional to identify, and solve challenging problems in environment, thus contributing to the ever increasing demands of the society/industry.</p> <p>The program helps to develop scientific tempers and attitudes, which in turn can prove to be beneficial for the society since the scientific developments can make a nation or society to grow at a rapid pace. After studying this program, students will be more equipped to learn and know about different biological systems, their coordination and control as well as evolution, behavior and biological roles of the animals in the ecosystem.</p> <p>This program uses the Open and Distance(ODL) Mode of Education- Theory, Practical/ Project component of teaching-learning is offered as face to face counseling by the qualified and experienced teacher at recognized study center along with continuous assessment and offline materials/ resources in printed book format. Hence, this program is appropriate to conduct in Open and Distance Learning mode to acquire specified skills and competence.</p>

e Instructional Design  
 Instructional Design :

1. Curriculum Design (*Outcome of Expert Committee meeting; Program Structure: specify the theory, practical, fieldwork, project, etc components*):
2. Total Credit Points (*including course wise*):
3. Detailed Syllabi:
4. Duration of the program (*Minimum & Maximum*):
5. Medium of Instruction:
6. Type of Program (*General/Technical/ Professional*):
7. Faculty and Support Staff:
8. Instructional Design & Delivery Mechanism (*Media to be used - print, audio, video, online, computer aided, web based, etc. (course wise)*):

Student Support Service System (*Specify the provisions to be made at Head Quarter, Regional Centers, Learner Support Centers and Web based, etc*):

**Semester pattern:** This programme is of total 4 semesters. Each theory course as well as practical/ project work course is of 4 credits.

**Programme Structure:**

SN	Code	Name	CA	EE	TM	Type	Credits	Min %
<b>Semester 01: 16 Credits</b>								
01	EVS011	Environmental Science and Environmental Biology	20	80	100	T	4	40%
02	EVS012	Environmental Education, Policies & Legislation	20	80	100	T	4	40%
03	EVS013	Natural Resources and Their Conservation	20	80	100	T	4	40%
04	EVS014	Lab Activities on EVS011, EVS012 & EVS013	20	80	100	P	4	40%
<b>Semester 02: 16 Credits</b>								
05	EVS021	Environmental Sustainability	20	80	100	T	4	40%
06	EVS022	Environmental Chemistry	20	80	100	T	4	40%
07	EVS023	Environmental Geosciences & Computer Applications	20	80	100	T	4	40%
08	EVS024	Lab Activities on EVS021, EVS022 & EVS023	20	80	100	P	4	40%
<b>Semester 03: 16 Credits</b>								
09	EVS031	Environmental Monitoring and Energy Studies	20	80	100	T	4	40%
10	EVS032	Instrumentation & Lab Techniques	20	80	100	T	4	40%
11	EVS033	Environmental Microbiology and Toxicology	20	80	100	T	4	40%
12	EVS034	Lab Activities on EVS031, EVS032 & EVS033	20	80	100	P	4	40%
<b>Semester 04: 16 Credits</b>								
13	EVS041	Sustainable management of Biodiversity	20	80	100	T	4	40%
14	EVS042	Statistical Approaches & Modeling in Environmental Sciences	20	80	100	T	4	40%
15	EVS043	Environmental issues & Human Health	20	80	100	T	4	40%
16	EVS044	Project - Work	20	80	100	PW	4	40%

**Total Credits:** 64 and Total Courses: 16  
**Detailed Syllabi:**  
**Minimum programme duration:** 2 years  
**Medium of Instruction:** English  
**Type of Program:** General

		<p><b>Faculty and Support Staff:</b> Dr. Sunanda More , Director, AST, Manish S Shingare (Academic coordinator)</p> <p><b>Instructional Design &amp; Delivery Mechanism :</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum number of face-to-face counseling sessions:</b> 12</li> <li>• (For each theory type of course of 4 credits duration of each counseling session shall be 01 Clock Hour)</li> <li>• (For each Practical type of course of 4 credits duration of each counseling session shall be 02 Clock Hour)</li> <li>• <b>Required study efforts:</b> Total 1200 Hours (including Self-Study) during all 4 semesters. 300 Hours (including Self-Study) during <b>each</b> semester.</li> <li>• <b>Attendance:</b> Minimum 80 % attendance recommended for all activity type of courses</li> <li>• <b>eBook:</b> eBook in SLM format for each course (Free Download from University website) at all semesters 01 to semester 04</li> </ul> <p><b>Student Support Service System:</b></p> <p>At headquarter: Support from School, SSD, Evaluation Division and Exam Unit-3</p> <p>At Regional Centers: From all 8 regional centers within MH</p> <p>At Learner Support Centers: Recognized Learner support centers within MH</p> <p>Web Based: <a href="http://ycmou.digitaluniversity.ac">http://ycmou.digitaluniversity.ac</a> <a href="http://www.ycmou.ac.in">http://www.ycmou.ac.in</a></p>
f	<p>Procedure for admissions, curriculum transaction and evaluation</p> <ol style="list-style-type: none"> <li>1. Define the Admission Policy <i>(including web based tools to be adopted:</i></li> <li>2. Eligibility Criteria:</li> <li>3. Fee Structure:</li> <li>4. Financial Assistance to Learners (if any):</li> <li>5. Activity planner of all academic activities of the academic session:</li> </ol> <p>Policy for Evaluation of learner progress along with methods and tools:</p>	<p><b>Admissions procedure:</b> A customized “Online Annual Admission system” available at DU portal <a href="http://ycmou.digitaluniveristy.ac">http://ycmou.digitaluniveristy.ac</a></p> <p>Online payment facility is made available using a credit card or debit card or internet banking.</p> <p><b>Admission Eligibility:</b> Candidates with B.Sc./ B.Sc. (Agriculture)/ B.E./ B.Tech./ B. Pharm. Degree or Equivalent pass.</p> <p><b>Total programme Fee:</b> Total ₹ 46,000 for all 04 Semesters, which is duly approved by the university authorities</p> <p><b>Curriculum Transaction:</b></p> <ul style="list-style-type: none"> <li>• 01 SLM e-Book will be developed for each theory course</li> <li>• Total 12 Face-To-Face counseling sessions, each of 60 Minutes duration, will be provided at respective learner support center, for each theory course.</li> <li>• Total 12 Face-To-Face counseling sessions, each of 120 Minutes duration, will be provided at respective learner support center, for each practical course.</li> </ul>

- Curriculum updation will be after every 3 years

### Activity planner:

Teaching-Learning of students admitted in a single academic year shall start from 01-Sep. every year. (For all Programmes)

SN	Activity Description	Odd semesters like c1, o3, o5 and o7 From 01-Sep Till 31-Jan	Even semesters like o2, o4, o6 and c8 From 01-Feb Till 31-Jul
<b>Admission:</b> offered on Annual basis collectively for 2 semesters in each academic year.			
01	Fresh and Further Yearly Admission	From June Till Aug	NA
<b>Teaching - Learning</b>			
02	Teaching - Learning (16 Weeks) & Backlog Clearing	From 01-Aug Till 21-Nov	From 01-Feb Till 23-May
<b>End Exam (EE) Form Submission (Required only for Repeater Students)</b>			
03	Online EE Form Submission by SCs/ students at University	On or Before 21-Oct	On or Before 23-Apr
<b>Continuous Assessment (CA) Submission</b>			
05	CA Availability	From 01-Sep Till 21-Nov	From 01-Mar Till 23-May
06	CA Submission by Students	From 01-Nov Till 30-Nov	From 01-May Till 31-May
<b>End Examination (EE)</b>			
07	<b>End Exam for Theory Courses</b>	<b>From 25-Nov to 05-Dec</b>	<b>From 25-May to 05-Jun</b>
08	EE for Activity Courses (Pr, TW, PW, STW, SV)	Immediately after the last day of end exam for theory courses, but <b>positively before</b> 15-Dec	Immediately after the last day of end exam for theory courses, but <b>positively before</b> 15-Jun
10	End Exam Result Declaration	On or Before 31-Jan	On or Before 31-Jul
<b>Semester End Vacation</b>			
11	Semester End Vacation	Jan	July

### Policy:

SN	Type of Course	Continuous Assessment	End Examination
1	Theory (T)	“Continuous Assessment (CA)” of total 20 4SAQs, each of 5 marks, 1 SAQ on <b>each</b> CR in a <b>Single attempt only</b>	“End Examination (EE)” of total <b>80</b> Marks and <b>16</b> “Short Answer Questions (SAQs)” <b>each</b> of <b>05</b> marks ( <b>4 out of 5 SAQs on each Credit</b> ), during <b>180</b> Minutes. ( <b>80%</b> )
2	Practical (P)	Student is required to submit “Activity Report” of total 20 Marks and total 4 Activities, each of 5 Marks on <b>each</b> CR in a <b>Single Attempt only</b>	External and internal examiners shall assess each student based on following points for total 80 Marks: Conduct of One Randomly Selected Practical Activity – 20Marks Viva-Voice - 20Marks Journal (Workbook) - 20 Marks and Report of Practical Activity - 20Marks <b>Duration:</b> 240 minutes

		3 Internship/Project Work (PW)	Student is required to submit “Activity Report” of total 20 Marks and total 4 Activities, each of 5 Marks on each CR in a Single Attempt only	<p>External and internal examiners shall assess each student based on following points for total 80 Marks:</p> <ol style="list-style-type: none"> <li>1. Project Proposal and Review of Literature (Only by External Examiner) [20 Marks]</li> <li>2. Project Result and Report [40 Marks]</li> <li>3. Project Presentation by the student [12 Marks]</li> <li>4. Viva on Project Report [08 Marks]</li> <li>5. Duration: 240 minutes</li> </ol>
g	<p>Requirement of the Laboratory Support and Library Resources:</p> <ol style="list-style-type: none"> <li>1. Laboratory Support to the learners (<i>if any</i>):</li> <li>2. Provision of Practical book for learners (<i>if any</i>):</li> <li>3. Provision of Virtual Reality Methods for Practical in case of Online learning (<i>if any</i>):</li> </ol>			<p>Laboratory requirement and Library Resources – Yes. Institutes/Colleges affiliated with conventional university offering M.Sc. (Environmental Science) will be only recognized as a Learner support center of this university for this programme. So, requirement of laboratory support and library resources will be automatically ensured.</p> <p><b>Recommended:</b> Computer infrastructure with Wi-Fi/broadband connection with Environmental Science related software/tool.</p>
h	<p>Cost Estimate of the Program and the Provisions:</p> <ol style="list-style-type: none"> <li>1. Indicate the Budgetary Requirement for: 1.Programme Development</li> <li>2.Program Delivery</li> <li>3.Program Maintenance</li> </ol>			<p>Budget provision for this development under A.28P.38 Development of Course Material &amp; QAM.</p>
i	<p>Quality Assurance Mechanism and expected Program Outcomes*:</p> <ol style="list-style-type: none"> <li>1. Define the Review Mechanism of the Program for enhancing the standards of curriculum, instructional design relevant to</li> </ol>			<p>M.Sc. (Environmental Science) programme is designed to provide scientific as well as professional level competency to learners, and offers advanced theoretical as well as practical knowledge to learners. This programme enables the learner to develop interest in knowing more about the environment and to develop</p>

professional requirements: 2. Define Program Benchmark Statements: 3. Mechanism for Monitoring the effectiveness of the program: *(Minimum standards must adhere to UGC (ODL) Regulations,2017 & directions of the Statutory Bodies of the University)	research attitude. University has policy to review and revise every course at least once in five years of its launching.  The following key result areas will be closely monitored. i. Enrolment of student (Equated Access) ii. Equal weightage for each credit in student evaluation iii. Demonstrate in-depth knowledge of Environmental Science, both in theory and practical iv. Examination Results v. Placements/satisfaction of passing out students vi. Administrative/stakeholder feedback
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### B. Duration & Nomenclature

Name of Programme :-	M.Sc. in Environmental Science
Medium	English
Year	2 Years
Level	PG
Academic Session	2023-24
Entry Qualification (as per the Specification of Degrees, 2014)	Candidates with B.Sc./ B.Sc. (Agriculture)/ B.E./ B.Tech./ B. Pharm. Degree or Equivalent pass.
Duration (as per the Specification of Degrees, 2014)	2 Years
Name of the Department	Architecture, Science & Technology

### C. Mode of Evaluation

Year	2023
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes [ 20-80 Pattern]
Examination Scheme	Formative and Summative
Percentage of Continuous Assessment (%)	20%
Percentage of Term End Examination (%)	80%
Pass or Fail Criteria 40%	40% for Pass
Pass/Fail Criteria (% Pass Marks)	40% to 50 % for Pass Below 40 - Fail

### D. Mode of Examination

Whether examination through Online (For ODL Programs)	No
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**E. SLM Development (Submit all SLM in pdf in pendrive and prepare the SLM availability sheet in the order as per sample in pdf for each program separately)**

Particulars	% SLM in house developed	% SLM in collaboration with with HEI( It should not be more than 40% of total SLM .If it is in collaboration then provide MOU in Soft & Hard copy
Printing Material	100%	-
Audio-Video Material	20	-
Online Material	Yes [ pdf of SLMs and Audio-video lectures]	-
Compute based Material	-	-

**DEB-UGC application for program approval for AY 2023-24**  
**Information to be submitted by the School for each program separately**

**A. Programme project report (PPR)**

<b>Name of Program : M.C.A. (Master of Computer Applications)</b>	
a	<p>Programme's mission &amp; objectives</p> <p><b>Mission:</b> To respond to the key challenges faced by learners, academia, industry, and society as well as government at large by offering work based and performance centric degree program.</p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. The objective is to develop skilled and quality manpower in the various areas of software industry and Information Technology as per industry demands/standards.</li> <li>2. MCA Programme aims at inculcating essential skills as demanded by the global software industry through interactive learning process including team-building skills, audio- visual presentations and personality development programs.</li> <li>3. The program enhances analytical, managerial and communication skill besides inculcating the virtues of self-study. The Curriculum has been designed to cater to the ever changing demands of information technology along with necessary inputs from the Industry</li> </ol>
b	<p>Relevance of the program with HEI's Mission and Goals</p> <p>Education in general and 'computer education' in particular is gaining utmost importance in today's Knowledge society. Computer skills have become the life skills for everybody. The mission of university is "To reach to the masses" and Making available technical education to those who can't afford financially or due to other reasons.</p> <p>To provide computer education to all who is willing to work in IT industry. MCA combine the intellectual challenge of a new discipline with the excitement of an Innovative and rapidly expanding information technology.</p> <p>Considering the necessity of enabling the opportunities for youths who either wants to pursue a career in Computer Applications / are either employed /self-employed or are unable to pursue higher education due to economic or other reasons.</p> <p>To provide an opportunity to get a M.C.A. degree to those who find it difficult or even impossible to pursue regular M.C.A. course at a University either due to their job commitments or certain other circumstances</p> <p>MCA program designed to give higher education for continuing and extension of education for working people, housewives, students from rural areas and other adults who wish to upgrade or acquire knowledge .</p> <p>It develops the required skillset in students for employment by giving quality higher education.</p> <p>Objects of the YCMOU (as per the YCMOU Act) which would be fulfilled by implementing the proposed program.</p> <p>(a) To provide through instruction, teaching and training and other educational opportunities, access to larger and</p>

		<p>larger segment of population, and to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]</p> <p>(b) To strengthen and diversify the degrees, diploma, and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; [1(b)]</p> <p>(c) To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]</p> <p>(d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]</p> <p>(e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]</p> <p>(f) To develop innovative, need based vocational courses and establish industry, institution linkage for developing the society; [1(f)]</p> <p>(g) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts and skills of the country, raising their quality and improving their availability to the people; [1(g)]</p> <p>(h) To provide for the counselling and guidance to its learners; [1(j)]</p> <p>(i) To provide major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]</p>
c	Nature of prospective target group of learners	<p>Learners who plan to pursue respectable career through Self-Employment, Executive Employment, Entrepreneurship, Professional Career in the field of IT/Computers, service sectors.</p> <p>These programmes are intended for learners who have graduated in computer science and who plan to pursue careers in computer applications, in the fields that make use of Computing and for those who plan postgraduate study in computer science.</p> <p>The learner who have graduated from other faculties (other than Computer Science, Information Technology) will also</p>

		be able to do the MCA by doing the bridge course.				
d	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	<p>Learning Outcomes:</p> <ol style="list-style-type: none"> <li>1. An ability to define a problem and provide a systematic solution with the help of conducting experiments, analyzing the problem and interpreting the data.</li> <li>2. An ability to use the techniques, skills, and modern engineering technology tools, standard processes necessary for practice as an IT professional.</li> <li>3. An ability to analyze and provide solution for the local and global impact of information technology on individuals, organizations and society.</li> </ol>				
e	Instructional Design	<p>Uploaded on university portal.</p> <ol style="list-style-type: none"> <li>1. <b>Semester pattern:</b> There are 4 semesters in this programme. Total 16 weeks/Semester for Teaching-Learning are planned during each semester.</li> <li>2. <b>Minimum programme duration:</b> 2 years after Graduation</li> <li>3. <b>Medium of Instruction:</b> English</li> <li>4. <b>Attendance:</b> Minimum 75 % attendance compulsory</li> </ol>				
f	Procedure for admissions, curriculum transaction and evaluation	<p><b>Admission procedure:</b> The process of admission to these programs shall be as per the prospectus and other documents, training videos, etc published from time to time at the university's authorised web sites. The admission process may be conducted through online payment using a portal duly dedicated for the purpose.</p> <p><b>Eligibility criteria for the admission:</b> Graduate in any faculty</p> <p><b>Programme Fees:</b></p> <table border="1"> <tr> <td>First Year</td> <td>Rs. 31000/-</td> </tr> <tr> <td>Second Year</td> <td>Rs. 31000/-</td> </tr> </table> <p><b>Curriculum Instruction:</b></p> <p>One book/e-book for each course</p> <p>15 Counselling sessions (of 2 hours each) for each theory course</p> <p>15 Practical Sessions (of 2 hours each) for each practical course</p> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Formative Evaluation or Continuous Assessment: <b>20%</b> Weightage</li> <li>• Summative Evaluation or End Examination: <b>80%</b> Weightage</li> <li>• Separate and independent passing @ <b>40%</b> in EE and</li> </ul>	First Year	Rs. 31000/-	Second Year	Rs. 31000/-
First Year	Rs. 31000/-					
Second Year	Rs. 31000/-					

		(CA+EE)
g	Requirement of the laboratory support and Library Resources	Computer Lab facility is available.  Learner has to maintain Journal of practical courses Library Resources are required. – Yes E-learning Models are made available to the learners.
h	Cost estimate of the programme and the provisions	Course Development (Meeting, writer's and editor's remuneration): 25,00,000/-  The budget provision for the development is available.
i	Quality assurance mechanism and expected programme outcomes	The University through the following measures ensures quality in the delivery of the program and its outcomes.  <ol style="list-style-type: none"> <li>1. Monitoring of study centers to ensure that counseling is provided to learners as per the schedule.</li> <li>2. Learners' feedback for effective dissemination of the content through SLMs, and online resource materials.</li> <li>3. Continuous Assessment for learners progression</li> <li>4. Inviting learners' feedback, responses through letters/ mails.</li> <li>5. Examination and Results within the stipulated time.</li> </ol> The following key result areas will be closely monitored.  <ol style="list-style-type: none"> <li>i. Enrolment of learner (Equated Access)</li> <li>ii. Equal Weightage for each credit in learner evaluation</li> <li>iii. Demonstrate in-depth knowledge of the subject, both in theory and application.</li> <li>iv. Placements/satisfaction of passing out learners</li> <li>v. Administrative/stakeholder feedback</li> </ol>

### B. Duration & Nomenclature

Name of Programme :-	Master of Computer Applications (MCA)
Medium	English
Year	2 years
Level	Postgraduate Degree
Academic Session	June/July
Entry Qualification (as per the Specification of Degrees, 2014)	12 <sup>th</sup> pass or Equivalent
Duration (as per the Specification of Degrees, 2014)	2 years
Name of the Department	School of Computer Science

**C. Mode of Evaluation**

Year	Semester End Examination
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes (20-80)
Examination Scheme	Formative and Summative
Percentage of Continuous Assessment(%)	20%
Percentage of Term End Examination(%)	80%
Pass or Fail Criteria 40%	40% and above
Pass/Fail Criteria (% Pass Marks)	Pass: 40% and above; Fail: Below 40%

**D. Mode of Examination**

Whether examination through Online(For ODL Programs)	No
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**E. SLM Development (Submit all SLM in pdf in pendrive and prepare the SLM availability sheet in the order as per sample in pdf for each program separately)**

Particulars	% SLM in house developed	% SLM in collaboration with with HEI( It should not be more than 40% of total SLM .If it is in collaboration then provide MOU in Soft & Hard copy
Printing Material (e-books)	100%	
Audio-Video Material	100%	
Online Material	100%	
Computer based Material	100%	