PROGRAMME- DIPLOMA IN COMPUTER APPLICATION (DCA)

A) Programme's Mission & Objectives -

Mission -

Mission of this course is to provide computer education to learners comes from ruler and tribal background through quality education and strengthen the young talent by enhancing their skills to establish themselves in society.

Objectives -

The objective of this programme is to provide opportunities to learners of ruler and tribal background to establish themselves in competitive environment through their skills in information technology. We put positive attitude to learners and motivate them by exploring new domains of knowledge. Objective of our programme to provide skill based learning to learners in the field of computer application and to offer degree and certification to the learners which will open the furthest future opportunities for them. Following are the key objectives of this programme-

- To introduce new innovations and growing demand of computer education to the learners our objective is to teach specialized courses to enhance their knowledge in computer application.
- Our objective to provide them practical and working knowledge to prepare them for graduate studies, Govt. jobs as well as self employment, so that they can be ready for economical opportunities.
- We offer niche programmes of learners as per requirement of software market.

B) Relevance of the Program with University's Mission-

Dr. C. V. Raman University aims to provide high standard of liberal education to its students, catering to their intellectual growth, personality development & nurtures them to be responsible adults committed to high ethical standards through various courses offered from different fields like commerce & management, science, arts, etc in regular mode as well as Open & Distance Learning mode.

DCA offered in Open and Distance Learning mode is one such a course with greater significant. DCA programme is very valuable and helps learners to learn and develop their technical skill with quality and reliability to explore the world of knowledge through the use of information technology and trends. This programme will not only helps those learner who cannot attend classes regularly but it also helps the learners who seek to upgrade their knowledge, qualification and their skills in the field of information technology.

1

C) Nature of Prospective Target Group of Learners-

This program is specifically designed to cater the need of learner's that is not able to study through regular mode. Working Professional, Housewives, Students from rural area, Students who do not wish to prefer regular courses due to various reasons & Students who cannot afford costly regular courses are target group learners. The targeted learner's group of the program is urban, ruler and tribal area who passed their 12th exam from any stream and want to learn about computer technology and its uses in our daily life as well as in the industries. This programme targets those learners who want to develop their skills in the field of computer science.

D) Appropriateness of Programme to be conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence-

Computer diploma courses are always very high in demand as new innovations are take place all the time in the field of IT.

- DCA programmes are designed for the learners who want to enhance their knowledge in the field of computer application so they can aware with modern computational world.
- This programme provides specialization in the field like MS-Office, Internet, Basic languages, DTP and Accounting etc so the learner will understand the basic use of computer and its applications.
- Learners can also study computer programme via distance education, so they can balance their work and education simultaneously.
- This programme provides basic courses in computer operations, Internet and DTP courses.
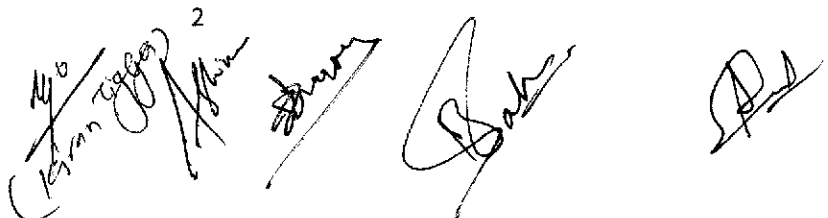
E) Instructional Design-

Curriculum Design, Program Structure & Duration of Program-

DCA programme offered in the IODE runs for the period of 12 months in two semesters. This programme has duration of one year and it comes under the faculty of information technology. This is a diploma programme provides basic knowledge of computers and their applications in the field of information technology.
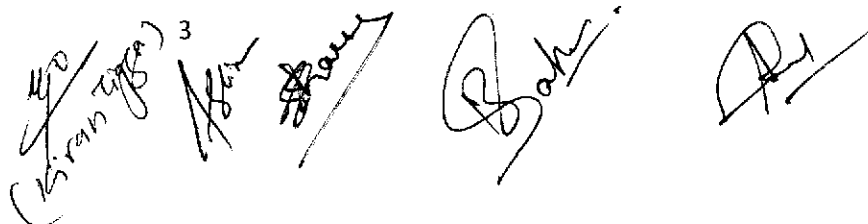
Credit Points-

All courses offered by us carry a certain value in terms of credit-points. A credit point is a way of expressing the learning hours required to study a certain unit, in a book or a course. Generally, one credit point is considered equivalent to about 30 learning hours. These learning hours could mean the time you spend in face to face counseling, self study, practical, assignment, project, participating in discussions on the topic, listening to audios, viewing especially prepared videos, etc. That means for 2 credit points learner has to undertake 60 hours of learning per subject & for 3 credit points student has to undertake 90

hours of learning. DCA programme is one year program in which it has two semesters. It has total 32 credits which are divides into 15 and 17 credits in 1st and 2nd semester respectively. Following is the program structure of DCA programme.

Scheme of Examination

Course Code	Name of the Course	Credit	Total Marks	Theory		Practical/ Viva Marks		Assignments	
				Max	Min	Max	Min	Max	Min
FIRST SEMESTER									
1DCA1	Fundamentals of Computers & Information Technology	3	100	70	23	-	-	30	10
1DCA2	Operating Systems (DOS, Windows, Linux)	2	150	70	23	50	17	30	10
1DCA3	Computers in Office-I (MS Word & MS Excel)	4	150	70	23	50	17	30	10
1DCA4	Computers in Office-II (MS PowerPoint, MS Access & MS Outlook	4	150	70	23	50	17	30	10
1DCA5	Communication Skills & Personality Development	2	100	70	23	-	-	30	10
Total aggregate required to pass		**15**	**650**	**350**	**126**	**150**	**54**	**150**	**54**
SECOND SEMESTER									
2DCA1	Introduction to Internet & Web Technology	3	150	70	23	50	17	30	10
2DCA2	Introduction to Financial Accounting with Tally	3	150	70	23	50	17	30	10
2DCA3	Programming with Visual Basic.Net	3	150	70	23	50	17	30	10

3

2DCA4	Database handling with FoxPro	3	150	70	23	50	17	30	10
2DCA5	Project Report	5	100	-	-	70	23	30	10
Total aggregate required to pass		**17**	**700**	**280**	**101**	**270**	**97**	**150**	**54**

Evaluation Scheme

1. 33% in each theory, practical, project, dissertation & internal assessment but the total aggregate for passing is 36%.
2. Total project work carrying 100 marks has to be done under the guidance of a project supervisor. Viva -voce will be conducted in the presence of an external examiner.

Duration -

This programme has duration of one year and has two semesters although student may complete the programme gradually within a maximum period of three years.

Medium -

English/Hindi shall be the medium of instruction and the examination may be written in Hindi or English.
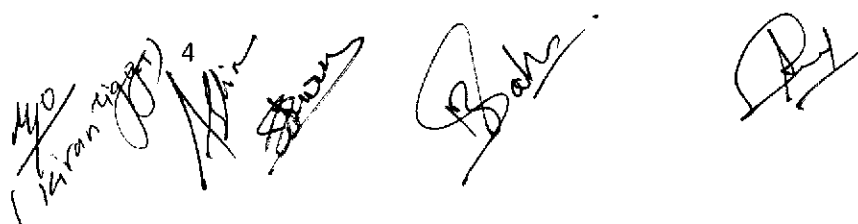
Requirement of Faculty and Support Staff -

For DCA programme we have two faculty members (full time-dedicated for ODL courses) with level of Associate and Assistant Professor. Supporting staffs will be deputed at the learner support centre as per need of the course curriculum.

Instructional delivery Mechanism & Usage of media for distance learning -

The methodology of instruction in the distance learning mode in the university is different from that of the conventional regular courses. The system adopted for this more learner oriented and the learner is an active participant in the pedagogical process. Most of the instructions are imparted through distance education methodology and face to face mode as per requirement.

The programme delivery methodology used in the distance learning mode follows a multimedia approach for instructions, which compromises-

- **Self-Instructional Written Material-** The printed study material (written in self instructional style) for both theory and practical components of the programs is supplied to the learners in batches for every course.

4

- **Audio-Visual Material Aids-** The learning package contains audio and video CDs which have been produced/adopted by the University for Better Clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the leaner support centre during specific sessions which are duly notified for the benefit of the learners.

- **Counseling Session-** Normally counseling sessions are held as per schedule drawn by the IODE DR. C. V. RAMAN UNIVERSITY. These are mostly held outside the regular working hours of the learner support centre.

- **Teleconferences-** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at the learner support centre.

- **Industrial Training/Practical/Project Work-** Some programmes have industrial training/practical/ project component also. Practical are held at designated institutions for which schedule is provided by the learner support centre. Attendance at practical is compulsory. For Project Work, comprehensive project guide, in the form of booklet, is provided to the student along with the study material.

- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.

- The counseling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact program shall be announced and communicated to students in – time.
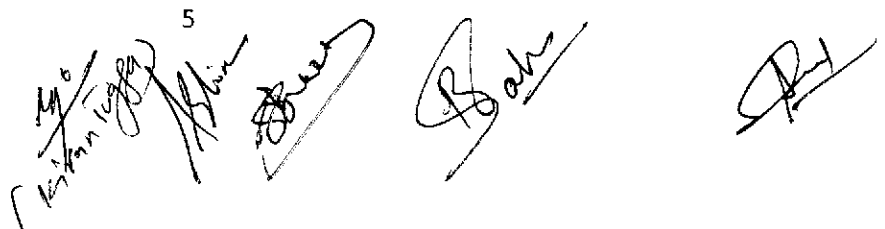
Nature of Contact Classes-

During the contact sessions, the counselors are supposed to guide/discuss with the learner's, based on the course material. The learner's can solve their difficulties by discussing with their colleagues as well as with the counselor during contact sessions. Apart from this contact sessions, learners will have to attend practical as well as various training schedule conducted by the respective learner support centre.

Learner Support Services-

Dr. C. V. Raman University Institute of Open And Distance Education has a fully fledged Learner Support Division (LSD) to provide guidance and help to its students. Necessary information is passed on to the registered student through modern means of communication as

SMS, website and e-mail. For the convenience of learner, computer, photocopy machine, internet, WIFI facilities have also been provided. The learner support division has a web centre and SMS No. 56161 where learner can message their problems and seek answer. Bulk SMS are sent to learners regarding their registration detail, dispatch of study, material time table for contact class, submission of examination forms, examination schedule etc. from time to time. Important information and necessary material are also sent through e-mail and through regular post. University's website www.cvru.ac.in also provides information about the various programme being offered by the institute of open and distance education, the syllabus, assignment, programme guide.
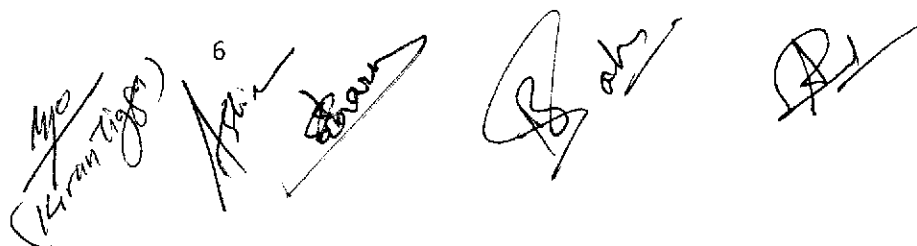
Counseling & Study Structure--

Entire DCA course has been divided into counseling & study structure in terms of hour. Total study hours required for subject of 2 credits are 60 hours & for subject of 3 credits are 90 hours per semester. The counseling and study structure for DCA programme is as below-

Study Structure

Sl. No.	Course Code	Title of the Course	Credit	Total Hours of Study	Face to Face Counseling	Self study	Practical	Assignments	Project
Semester I									
1	1DCA 1	Fundamentals of Computers & Information Technology	3	90	12	51	-	27	-
2	1DCA 2	Operating Systems (DOS, Windows, Linux)	2	60	8	22	12	18	-
3	1DCA 3	Computers in Office–I (MS Word & MS Excel)	4	120	16	44	24	36	-

4	1DCA 4	Computers in Office-II (MS PowerPoint, MS Access & MS Outlook)	4	120	16	44	24	36	-
5	1DCA 5	Communication Skills & Personality Development	2	60	8	34		18	-
Semester II									
6	2DCA 1	Introduction to Internet & Web Technology	3	90	12	33	18	27	-
7	2DCA 2	Introduction to Financial Accounting with Tally	3	90	12	33	18	27	-
8	2DCA 3	Programming with Visual Basic.Net	3	90	12	33	18	27	-
9	2DCA 4	Database handling with Foxpro	3	90	12	33	18	27	-
10	2DCA 5	Project Report	5	150	-	-	-	-	150

F) Procedure for Admissions, Curriculum Transaction & Evaluation--

Admission Policy for DCA with minimum eligibility & fee structure--

Admission to DCA programme shall be through merit and/or, entrance test as per rules of the university. A candidate who after passing higher secondary examination (10+2) with any discipline under 10+2 of Chhattisgarh board of secondary education or any other equivalent examination board recognized by the university and Chhattisgarh board of secondary education may be admitted. All the procedure of admission for the programme will be done through online

mode. Application will be invited by the university with it stipulated time period where students have to apply for the same with all their testimonials and required fees.

Fees -

SI.	Course	Duration	Fee Charged for Complete Programme
1.	DCA	1 Year	8100

Financial Assistance-

The University also offers e-scholarship to SC/ST students as per norms of the Govt. of Chhattisgarh authorized schemes.
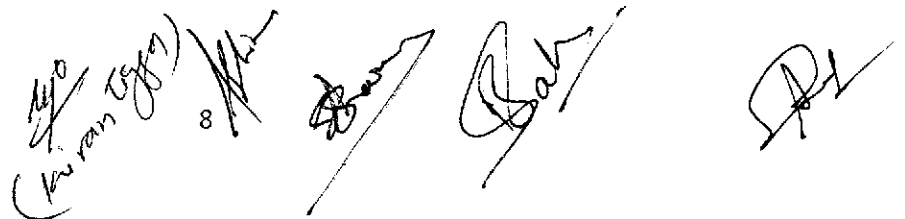
Evaluation System -

The system of evaluation in open and distance learning system has a multi-tier system of evaluation.

1. Self-assessment exercise within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked practical assignments and seminar/workshop/extended.
3. The term-end examinations.
4. Project work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the learner support centre established by IODE Dr. C. V. Raman University. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination will be conducted at various examination centre approved by institute of open and distance education Dr. C. V. Raman University spread all over the Chhattisgarh.. The weightage for Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

(A) **Internal Assessment (Continuous Assessment i.e. Home Assignment)-** 30% weightage.

8

(B) Term End Examination- 70% weightage.

Term End Examination	70
Internal Assessment	30
Total Marks	100

The University conducts Term-end Examination in semester system and held in the month of Nov/Dec and May/June every year. Students will be permitted to appear in term-end examination subject to the conditions that-

1) Registration for the courses, in which they appeared is valid,
2) Minimum Time to pursue these courses is elapsed.
3) Submission of required number of assignment in respective courses by the due date.

(C) Project Work -

Project work carrying 100 marks has to be done under the guidance of a Project supervisor. Students have to prepare project report under the guidance of project guide allotted by the university. Viva-voce will be conducted in the presence of an external examiner.

G) Requirement of the Laboratory Support and Library Resource-

Laboratory is required with very well configured computer systems with high speed internet connectivity; as a part of this curriculum. Resources in the form of reference books and journal will be made available to the student in the university central library with facilities of high speed internet as well as in the departmental reference library, which they can access for gaining knowledge.
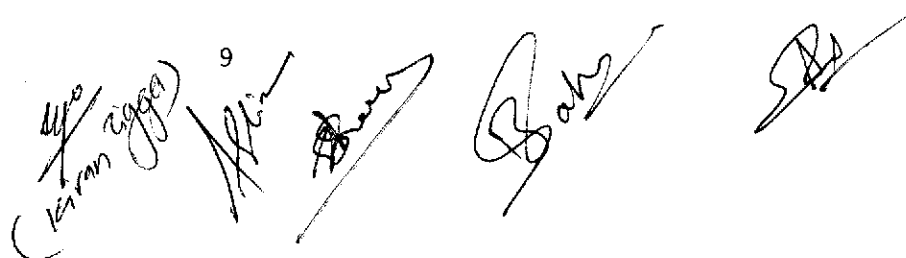
H) Cost Estimates of the Programme and Provision-

This programme was already designed and developed in the year 2009-10. In this process of development considering today's scenario, the current cost estimate which includes developmental cost, delivery cost & maintenance cost for this programme comes to amount of Rs.691770 and provision is made of Rs. 700000.

I) Quality Assurance Mechanism and Expected Programme Outcomes-

The centre for internal quality assurance and department of information technology of university is accountable for regular monitoring of programme by continuous updating of the curriculum and syllabus. The feedback all stakeholders in term of relevance and appropriateness in catering to the need of society, economy and environment are also considered in these key aspects. According to the feedback provided stakeholders including learners on continuous basis, a

suitable action plan for DCA programme will be developed and duly incorporated into the teaching and delivery system.

Outcomes -

"At the end of the programme expected outcomes"

- To acquired a general knowledge, principles and mechanisms of Computer.
- To prepare the learners for employability.
- To acquired a basic knowledge of Subjects.
- To acquire techniques relevant of subjects taught.
- To provide the practical expose and knowledge acquiring skill.
- To crate and develop the presentation skill in seminar/conference.
- To develop skill to E-library software and internet resources independently.

(Arvind Tiwari)

(Gaurav Shukla)

(Dr R P Dubey)