# PROGRAMME PROJECT REPORT (PPR)

## PROGRAMME- POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

## (PGDCA)

**A)      Programme's Mission & Objectives-**

**Mission-**

The mission of this programme is to provide increasing knowledge in the field of information technology and allied sectors. This programme is to distribute knowledge of computers and communication technology along with its applications across the learners, so they can serve as IT technical's, computer professionals and software developers to provide quality services in multinational organizations with reliability in the field of information technology. The main goal of the programme is to update all kind of new information related to IT field and provide it to the open and distance learner so they can go and cope up with modern technologies in IT sector.

**Objectives-**

The objectives of programme related to the skill development of learners over the trends of information technology so they can secure their future and cope up with new technology. Following are the key objectives of this programme-
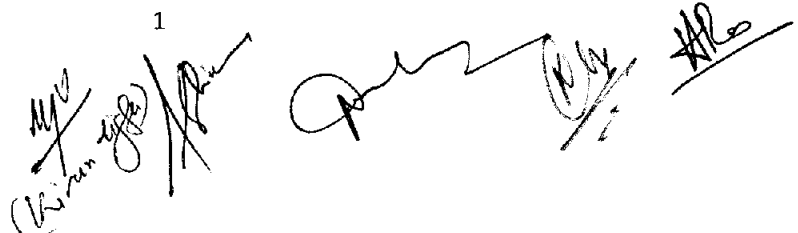
- Course helps learners to understand fundamentals of computer and also gives learners an idea about working of computer.
- Program provides specialization in computer science with technical, professional and communications skills. It also trains learners to become future IT professionals
- To provide necessary practical exposure of self study methods so as equip learners with knowledge acquire abilities.
- PGDCA equips the learners with skills required for designing, developing applications in Information Technology. Learners will able to learn the latest trends in various subjects of computers & information technology
- To ensure that student serves as agent of continuous improvement and change
- To develop personality development skills.

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

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.

PGDCA programme is very valuable and relevant for those learners who are not having science stream in Graduation level and wants to learn new courses with creativity. This programme helps

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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 helps the learner of ruler areas to connect with modern world by the learning objectives of use of computers and communication technology.

## 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. This program Target the learner who have completed the graduation in any stream from recognized university and who want to build the carrier in the field of computer application and allied sector and to provide well educated having Technical skill manpower to service and IT sector and enable learner to work with their full potential.

## D)      Appropriateness of Programme to be conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence-
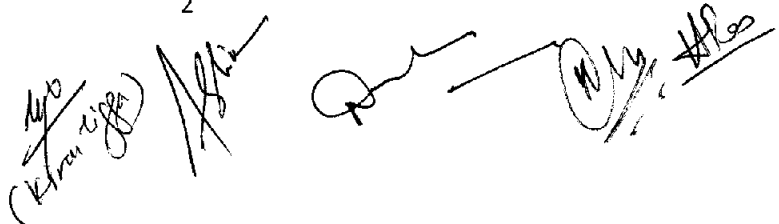
The aim of the programme is to provide and spread computer education to the learners of ruler and tribal area so they can enhance their knowledge towards computer education and information technology and their fields.

- Learner should be able to work in any office or organization as a Data entry operator and also capable for database management.
- To provide opportunity for higher education to those people who could not complete their education earlier.
- PGDCA provide practical approach with real time experience to the learners so they can be able to develop their skill in the various applications of computer and be able to full fill the current need of Business & IT Sector.
- Post Graduates will demonstrate an understanding of the importance and relevance of diversity issues and use of informative based applications modern world of computation.
- From this programme every learner of ruler and tribal area is able to operate and use computers and peripheral devices frequently to become good IT professionals.
- Post Graduates will communicate competently in a business environment.

## E)      Instructional Design-

### Curriculum Design, Program Structure & Duration of Program-

PGDCA programme offered in Institute of Open and Distance Education runs for the period of 12 months or one years and it comes under the faculty of information technology. This is a post graduate diploma programme related to knowledge of computers and their applications in the field of information technology. This programme is for the learner who wants to learn computer

languages and want to know about basic applications of computer system. This programme is for those learners who are passed Graduation exam from any stream, they can join this programme to learn about Information Technology and trends.
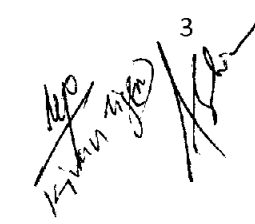
## Credit Points-

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 student has to undertake 60 hours of learning per subject & for 3 credit points student has to undertake 90 hours of learning. PGDCA programme is one year program in which it has two semesters. It has total 32 credits which are divides into 14 credits in first semester and 18 credits in second semester. Following is the program structure of PGDCA programme.
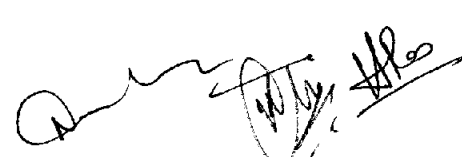
### Scheme of Examination

Course- PGDCA
Duration- 12 month

| Course Code | Name of the Course | Credit | Total Marks | Theory | | Practical/Viva Marks | | Assignments | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Max | Min | Max | Min | Max | Min |
| **FIRST SEMESTER** | | | | | | | | | |
| 1PGDCA1 | Fundamentals of Computers & Information Technology | 3 | 100 | 70 | 25 | - | - | 30 | 11 |
| 1PGDCA2 | Windows & MS Office | 3 | 150 | 70 | 25 | 50 | 18 | 30 | 11 |
| 1PGDCA3 | Programming Methodology & Programming in Foxpro | 3 | 150 | 70 | 25 | 50 | 18 | 30 | 11 |
| 1PGDCA4 | Computer Networks & Internet | 3 | 100 | 70 | 25 | - | - | 30 | 11 |
| 1PGDCA5 | Communication Skills & Personality Development | 2 | 100 | 70 | 25 | - | - | 30 | 11 |
| **Total aggregate required to pass** | | **14** | **600** | **350** | **140** | **100** | **40** | **150** | **60** |

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| SECOND SEMESTER | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 2PGDCA1 | Objects Oriented Programming with C++ | 3 | 150 | 70 | 25 | 50 | 18 | 30 | 11 |
| 2PGDCA2 | DBMS & SQL (With MS Access / MS SQL Server) | 3 | 150 | 70 | 25 | 50 | 18 | 30 | 11 |
| 2PGDCA3 | Computerised Accounting with Tally | 3 | 150 | 70 | 25 | 50 | 18 | 30 | 11 |
| 2PGDCA4 | Programming with VB.Net | 3 | 150 | 70 | 25 | 50 | 18 | 30 | 11 |
| 2PGDCA5 | Project Report*** | 6 | 100 | - | - | 70 | 25 | 30 | 11 |
| **Total aggregate required to pass** | | **18** | **700** | **280** | **112** | **270** | **108** | **150** | **60** |

### Evaluation Scheme-

1. 36% in each theory, practical, project, dissertation & internal assessment but the total aggregate for passing is 40%.
2. Project work carrying 100 marks has to be done under the guidance of a Project supervisor.

### Duration-

This programme has duration of one year although student may complete the programme gradually within a maximum period of 3 year.
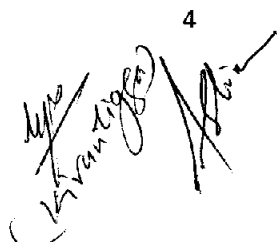
### Medium-

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 PGDCA programme we have two faculty members (full time-dedicated for ODL courses) has the 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 programs. 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.
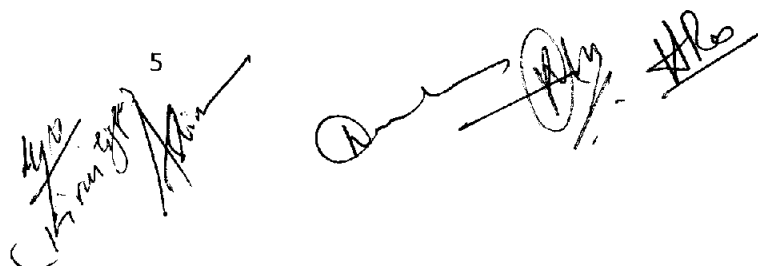
The programme delivery methodology used in the distance learning mode follows a multimedia approach for instructions, which compromises-

- **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.

- **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 Sessions**- 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.

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**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 programmes being offered by the institute of open and distance education, the syllabus, assignment, programme guide.

**Counseling & Study Structure -**

Entire PGDCA 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. Study structure of PGDCA programme is as below-

## STUDY STRUCTURE

| Course Code | Title of the Course | Credit | Total Hours of Study | Counseling and Study Structure (hours) | | | | Project |
|---|---|---|---|---|---|---|---|---|
| | | | | Face to Face Counseling | Self study | Practical | Assignments | |
| First Semester | | | | | | | | |
| 1PGDCA1 | Fundamentals of Computers & Information Technology | 3 | 90 | 12 | 51 | - | 27 | - |
| 1PGDCA2 | Windows & MS Office | 3 | 90 | 12 | 33 | 18 | 27 | - |
| 1PGDCA3 | Programming Methodology & Programming in FoxPro | 3 | 90 | 12 | 33 | 18 | 27 | - |

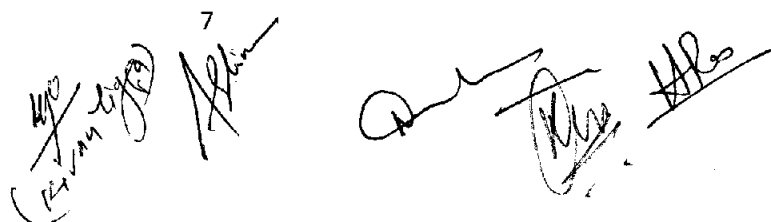| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1PGDCA4 | Computer Networks & Internet | 3 | 90 | 12 | 51 | | 27 | - |
| 1PGDCA5 | Communication Skills & Personality Development | 2 | 60 | 8 | 44 | | 18 | - |
| Second Semester | | | | | | | | |
| 2PGDCA1 | Objects Oriented Programming with C++ | 3 | 90 | 12 | 33 | 18 | 27 | - |
| 2PGDCA2 | RDBMS & SQL | 3 | 90 | 12 | 33 | 18 | 27 | - |
| 2PGDCA3 | Computerised Accounting with Tally | 3 | 90 | 12 | 33 | 18 | 27 | - |
| 2PGDCA4 | Programming with VB.Net | 3 | 90 | 12 | 33 | 18 | 27 | - |
| 2PGDCA5 | Project Report | 6 | 180 | - | - | - | - | 180 |

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

**Admission Policy for PGDCA with minimum eligibility & fee structure-**

Admission to PGDCA programme shall be through merit and/or, entrance test as per rules of the university. A learner seeking to admission to one year PGDCA programme should have a graduate/postgraduate degree in any discipline from any statutory. 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.

| SI. | Course | Duration | Fee Charged for Complete Programme |
|---|---|---|---|
| 1. | PGDCA | 1 Years | 11500 |

**Duration -**

This programme has duration of one year although student may complete the programme gradually within a maximum period of 3 year.

**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 assignments 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 .

(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-

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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 as a part of this curriculum with well equipped computer systems with high speed of connectivity to provide practical approach to the learner's with the help of new applications and technological trends of IT. Resources in the form of reference books and journal will be made available to the learners in the university central library as well as in departmental reference library, which they can access for gaining knowledge.

### (H) Cost estimates of the programme and the 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.692770 and provision is made of 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 PGDCA 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 Computers.
- To prepare the learners for employability.
- To acquired a basic knowledge of Subjects.
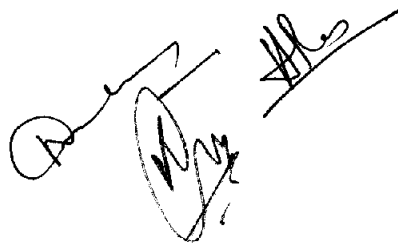- To acquire techniques relevant of subjects taught.
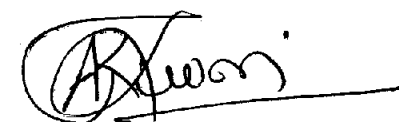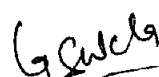
- To provide the practical expose and knowledge acquiring skill.
- To crate and develop the presentation skill in seminar/conference.
- To develop skill to E-library software and internet resources independently.

(Arvind Tiwari)     (Gaurav Shukla)     (Dr R P Dubey)