

**PANDIT SUNDARLA SHARMA (OPEN) UNIVERSITY CHHATTISGARH**

**PROGRAMME PROJECT REPORT (PPR)**

**DIPLOMA IN COMPUTER APPLICATION (DCA)**

- a) **Programme Mission and Objective:** DIPLOMA IN COMPUTER APPLICATION is designed to give learners the ability to develop their career to its fullest potential in the area of Computer Application. The education in Computer Application will combine theory and practices so that learners will be prepared for a Computer oriented career. Following are the broader objectives of the programme:
- To educate and prepare the prospective and diverse group of learners of Chhattisgarh with Computer knowledge, networking and technical skills needed to serve organisations.
  - The objective of this programme is to develop professional to meet the requirement of office automation and electronic data processing.
  - Practice computer application, understand the fundamental principles of computer science, and continue to develop their technical competencies.
  - To make the learners aware of changing environment and scope, in the field of computer application to operate in a competitive environment.
  - To seek continuous improvement in individual learning skills and personal development and to work with confident self-direction and originality so as to make a meaningful contribution to society.
  - An approach to the local learners for making themselves best IT professionals in the Market.
- b) **Relevance of the Program with HEI's Mission and Goals:** Pandit Sundarlal Sharma (Open) University Chhattisgarh is committed to endow with quality education to the mass where regular form of education cannot reach. In the line of the mission of the University, this programme will provide ample of opportunities to those rural and backward masses who are deprived of computer education and cannot find a place in regular education system. Apart from that it is also open to those who wish to continue their learning irrespective of their age.
- c) **Nature of Prospective Target Group of Learners:** The prospective learners can be 10+2 (Higher Secondary) pass of Chhattisgarh state belonging to both rural and urban areas who seek to find a place in the job market. This course will enable them to learn and acquire the basic knowledge and skills of Computer Application.
- d) **Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :** Diploma in Computer Application is one of the suitable course/programme to be offered through Open and Distance Learning mode. The conceptual knowledge can be thoroughly captured by the learners to acquire the capability which will make them polished for employment market.
- e) **Instructional Design :**
- Duration and Credit:** This programme has duration of one year although learner may complete the programme gradually within a maximum period of three years. The

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programme has weightage of 24 credits. In this programme the learner has to study 5 Subjects of 20 credit points. In the academic session learners will have to submit two practical reports of 04 credit points. Contact sessions for every course will be arranged at the study centre where the learners can solve their difficulties.

- ii. Medium: The course material for DCA programme will be in Hindi language. However learners can opt for both English and Hindi language for answering the questions.
- iii. Course Structure:

**DIPLOMA IN COMPUTER APPLICATION**  
**DURATION OF THE COURSE: 01 YEAR**  
**ELIGIBILITY: 10+2**

**COURSE SYLLABUS**  
**YEAR 1**

COURSE CODE	COURSE TITLE	CREDIT
DCA 01	PC Packages	4
DCA 02	Fundamentals of Computer and Information Technology.	4
DCA 03	Object oriented programming in C++	4
DCA 04	Desk Top Publishing	4
DCA 05	Internet and Web Development	4
DCA 06	Computer Lab-I (Based on DCA01 & DCA04)	2
DCA 07	Computer Lab-II (Based on DCA 03)	2

- iv. **Learning Method:** The learning method developed by University will comprise of independent form of delivery and will constitute the following components:
  - a) Self-Instructional text books (Self Learning Materials).
  - b) Counselling and contact sessions at the study centre by the subject experts.
  - c) Preparing the learners for writing practical reports.
  - d) Group discussion and case studies.
- v. **Means of Delivery:** The learners are given the syllabus of the courses and also the Self learning material. It helps the learners to study a specific topic. If the learner has any difficulty, he or she can make a note of it. They can discuss these noted difficulties with the counsellor during the contact session at the study centre.
- vi. **Requirement of Faculty and Support Staff:** Department of Computer Science is presently headed by one permanent staff who will act as a programme coordinator. Supporting staffs will be deputed at the study centre as per need of the course curriculum.

f) **Procedure for admissions, curriculum transaction and evaluation :**

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- i. **Procedure of Admission:** The admission for this programme will be on yearly basis (or as decided by the University from time to time). All the admissions for the course will be done through online mode. Applications will be invited by the University with in stipulated time period where learners have to apply for the same with all their testimonials and required fees. The minimum eligibility for admission into this programme for the candidates is having passed 10+2 examination of Chhattisgarh Board of Secondary Education, Chhattisgarh or any other equivalent examination of a Board or University recognized by Pandit Sundarlal Sharma (open) University Chhattisgarh.
- ii. **Curriculum Transaction:** For successful completion of the proposed programme, a candidate has to obtain minimum pass marks of 33% in each of the subjects and will have to submit practical report prepared under the guidelines of the supervisor. Degree will be awarded on the basis of marks obtained in the examination. Passing in all subjects will be essential criteria for the award of degree.
- iii. **Evaluation Pattern:** The pattern of evaluation for each subject of DCA programme will have following three components : (a) Continuous Assessment through TMA (b) Practical work/Viva-Voce (c) Term End Examination (TEE)
  - a) **Continuous Assessment through Tutor Mark Assignment:** For each course in every year the learner's performance will be continuously evaluated. Continuous assessment schedule and evaluation will be done by the Study Centre which will be monitored by the department concern. The learners have to submit Tutor Mark Assignment (TMA) carrying 30 marks before the Term end examination (TEE) which will be the base of evaluation.
  - b) **Practical work/ Viva Voce:** Evaluation of this component will be based in practical work submitted by the learners with viva-voce. Viva-voce will be conducted in the presence of an external examiner.
  - c) **Term End Examination (TEE):** Term End Examination (TEE) will be conducted at the end of the learning period through an examination as like other universities. Term End examination (TEE) of each subject will be of 70 marks and will be on subjective mode. The questions in the examination will comprise of very short type answer, brief answers and long type answers. The structure of the examination is as under:

Section	Total No. Of Questions	Type of Questions	Marks
A	8 (All Compulsory Questions)	Objective Type	1X8=8
B	6 (4 Should be answered)	Very Short Type	2.5X 4=10
C	4 (3 Should be answered)	Short Type	5X3=15
D	4 (2 Should be answered)	Semi Long Type	10X2=20
E	2 (1 Should be answered)	Long Type	17X1=17
TOTAL	24 (18 Should be answered)		70 Marks

- d) **University Fee Structure:** The fee structure of the DCA programme is as under:

Particulars	Total
Yearly Fees	8100

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- g) **Requirement of the laboratory support and Library Resources:** Computer Laboratory is required as a part of this Curriculum which is available in University campus as well as in selected SLCs under RCs. Resources in the form of reference books and Journals will be made available to the learners in the University Central library, which they can access for gaining knowledge.
- h) **Cost estimate of the programme and the provisions:** For the design, development delivery and maintenance of the programme the fund will be as per the budget allocated by the University in its Annual Budget session.
- i) **Quality assurance mechanism and expected programme outcomes :** The monitoring of the programme will be done on continuous basis by the department concern. Regular updating of the curriculum and syllabus will be checked by the concerned board of studies and regular monitoring will be done by Centre for Internal Quality Assurance (CIQA) of the University. Learners will be asked to provide their feedback on continuous basis to develop suitable action plans for the programme and will be duly incorporated into the teaching and delivery system.

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