

Name of the School: SCHOOL OF COMPUTER AND INFORMATION SCIENCES

Name of the Programme: BACHELOR OF COMPUTER APPLICATIONS

S.No.	Name of Program:	BACHELOR OF COMPUTER APPLICATIONS
a.	Programmes mission & objectives:	The basic objective of the programme is to open a channel of admission for computing courses for students, who have done the 10+2 and are interested in taking computing/IT as a career. After acquiring the Bachelor of Computer Applications (BCA) at IGNOU, there is further educational opportunity to go for an MCA at IGNOU or Master's Programme at any other University/Institute. Also after completing BCA Programme, a student should be able to get entry level job in the field of Information Technology.
b.	Relevance of program with HEI's Mission & Goals:	BCA programme is relevant and aligned with the goals and missions of the University. Primarily the programme addresses the emerging need of Information and Communication Technology (ICT) trained persons in the society. It offers opportunities to all sections of society for upgrading knowledge, training and skills in the area of ICT.
c.	Nature of prospective target group of learners :	Admission is given to any learner who has passed 10+2 (HSC) from any stream.
d.	Appropriateness of program to be conducted in open & distance learning mode to acquire specific skills & competence :	The University offers this programme through ODL mode in keeping with its mission and mandate of reaching the unreached. This programme provides an opportunity to the students, mainly from the economically and socially disadvantaged backgrounds, rural areas, and north-east regions to get quality education in ICT at the undergraduate level. The learner will be involved in the whole process of software design and development practices from the initial concept through to delivery and the outcome of the program will be to make them employable in ICT Industry. a. Acquire necessary knowledge in the area of ICT. b. To develop skills and competencies through software development techniques.
e.	Instructional Design :	The University has adopted a multiple-media approach for imparting instruction to its learners for its various programmes of study. The University follows the Systems approach to instructional design. The programme was designed after undertaking need analysis; identifying and defining the target group; selection of appropriate media; course design and development; pilot testing and launch of the programme; and periodic revision. The self instructional format is used for developing Self Learning Material (SLM) in print and multiple media. Print is the predominant mode of instruction supplemented with audio and video programmes; face to face counselling sessions; interactive radio counselling (IRC) (Gyan Vani); educational TV broadcasts (Gyan Darshan) and web based counselling (Gyan Dhara). For practical based courses practical sessions are conducted in face to face mode (which is compulsory component).
f.	Procedure for admissions, curriculum transaction and evaluation:	Admissions: Admission is mainly done online. To fulfill the mandate of inclusiveness there is a provision for submission of application offline as well. Curriculum Transaction: Curriculum is transacted mainly through printed Self Learning Materials (SLMs), Face to face counselling sessions (theory/practical), audio and video programmes, interactive radio counselling (IRC) (Gyan Vani), educational TV broadcasts (Gyan Darshan) and web based

		<p>counselling (Gyan Dhara). For practical based courses practical sessions are conducted in face to face mode (which is compulsory component).</p> <p>Evaluation: Completion of the programme requires successful completion of both assignment component and the Term-end Examination component for each of course in the programme. Evaluation for each course covers two aspects: (a) Continuous evaluation through Assignment with a weightage of 25%, <i>Viva-voce is compulsory for all the Assignments for which 20 marks are allocated.</i> (b) Summative / term end evaluation is through theory and practical based term end examinations with a weightage of 75%</p>
g.	Requirement of the laboratory support and library recourses:	<p>Lab Support: BCA is having extensive laboratory component. Total 510 hours of hands-on training and practical counseling is provided through practical labs. Practical sessions will be held in Laboratories of Learner Support Centres well equipped with such facilities</p> <p>Library Resources: Library facility is available at all Learner Support Centres; Regional Centres and Headquarters of the University.</p>
h.	Cost estimate of the program and the provisions:	<p>Programme development is an ongoing process and the programme is already on offer. However, before development of the programme, cost analysis was done at the level of the School in coordination with Planning and Development Division (there is a dedicated full- fledged Planning and Development Division for the policy planning of the University). The University has dedicated budgetary provisions for programme development at the level of School, Material Production and Distribution (there is a dedicated full- fledged Material Production and Distribution Division for material production and distribution) and Electronic Media Production Centre (there is a dedicated full- fledged Electronic Media Production Centre for electronic media production). Digital media production (there is a dedicated full- fledged Inter University Consortium for production of MOOCs and digital media)and delivery of the program through its dedicated Divisions namely Regional Services Division which oversees the operations of all Regional Centres and LSCs; E support Unit, Student Registration Division, Student Evaluation Division and Student Service Centre at the HQs.</p>
i.	Quality assurance mechanism and expected program outcomes:	<p>Quality assurance mechanisms: University has:</p> <ul style="list-style-type: none"> • Standard norms and procedures for course design and development; • Standard norms and procedures for establishment of LSCs, • Standard norms for appointment of academic counsellors and evaluators; • Involving external experts in maintaining quality of curriculum design and development , including student evaluation; • All activities of LSCs and examination centers are monitored by University. • 2% assignments are being monitored by faculty of School to ensure the quality of continuous evaluation <p>The University has standardized its courseware based on the credit system. To further standardize its courses it has developed its own house style. There is a mechanism in place for continuous quality assessment for design, development and delivery of its academic programmes. The quality is assured at different phases by statutory bodies of the University namely: School Board of Studies, Academic Programme Committee, Planning Board and Academic Council. Programme evaluation is the norm before undertaking revision of the programme. The above mechanism has been followed for this</p>

		<p>programme also.</p> <p>Expected program outcomes:</p> <p>A learner will be able to acquire the competencies and skills in computing/IT at the under graduate level. After completing BCA a learner will be able to get further educational opportunity to go for MCA or Master's degree at any other University/Institute. Also after completing BCA Programme, a learner will be able to get entry level job in the field of Information Technology.</p>
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