

Program Project Report (PPR)

BACHELOR OF COMPUTER APPLICATIONS



**DIRECTORATE OF DISTANCE EDUCATION
SRM INSTITUTE OF SCIENCE AND TECHNOLOGY
KATTANKULATHUR
KANCHEEPURAM DISTRICT – 603203.**

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1. INTRODUCTION

- The Bachelor of Computer Applications (BCA) through Directorate of Distance Education, SRM Institute of Science and Technology (SRMIST) aims to provide professional education, focus on the application development by incorporating latest technology and trends. The Distance BCA program is designed with the same rigorous curriculum as its on-campus counterpart; promoting industry relevant courses that are essential to become highly skilled techno savvy.

The course is meant for students who are passionate about IT Jobs. In order to achieve these objectives SRM institute of Science and Technology developed a curriculum of B.C.A. to meet these challenges.

1.1 The scope of BCA:

- To prepare candidates in order to meet the challenges in the current IT sector jobs with the focus of overseeing international and business operations.
- Strengthen the knowledge of candidates in various fields like programming, Web Designing, Database Administration, networking technologies.

1.2 CAREER OPPORTUNITIES

The program offers intensive training to aim with numerous career opportunities in data science, web and social media analytics and big data applications

1.3 Teaching Pedagogy

- Course flyer which contains course schedule, objective, module coverage & assessment process
- Modularized Video Lectures
- Case studies & Project based approach
- Learning Activities & Engagement
- Formative quiz & Reflection spot
- Faculty live interactions & Industry connect
- Peer Discussion Forum
- Self-learning text materials
- Additional references including Open Educational Resources (OER)
- Graded Quiz, Assignments & Case study
- The Learning materials

1.4 Academic Counselling

In order to provide academic assistance to students, different levels of Counselling /attention will be provided by three types of coordinators viz.,

1. Academic coordinator
2. Programme coordinator
3. Course coordinator as per the UGC stipulations.

1.5 Student Support Services

- Counseling sessions will be provided to students to choose the courses of their interest and plan their courses of study for career advancement.
- Personal Contact Programme (PCP) / Face-to-Face Counseling will be held in each semester as part of student support services. This would help the students to interact with experts in the course and clarify doubts. However, attendance

is not mandatory.

- E-Learning portal for distance education students will be a medium for the dissemination of knowledge, skill enrichment, assist in examination preparation, exchange of experience and collaborative participation.

2. PROGRAMME EDUCATION OBJECTIVES

- Graduates will be professionally competent to develop innovative computer applications by providing solid foundations in the information technology
- Graduate will practice and acquire a set of computing skills such as problem analysis, design and product development to meet the industry standard
- Graduates will be motivated to communicate effectively, pursue lifelong learning and continuous improvement in their career and to grow as leaders
- Graduates will contribute to the growth of the nation and society by acquired knowledge in technical and managerial skill, appreciating human values and ethics

3. RELEVANCE OF THE PROGRAMME WITH HEI'S MISSION AND GOALS

The BCA program offered at Directorate of Distance Education, SRM Institute of Science and Technology aims to provide a deep knowledge and capacity to transferable skills including team building, creative and critical thinking. The BCA DS curriculum aims on the capacity to take up real time challenging problems with massive data applications. As the higher education plays a vital role in the growth and socio-economic development, the competencies achieved through Distance BCA program helps the students with the opportunity for employment opportunities ranging from analytics to data scientist.

The SRM Institute of Science and Technology has a vision to emerge as a world-class institution in creating and disseminating knowledge, and providing students a unique learning experience in Science, Technology, Medicine, Management and other areas of scholarship that will best serve the world and betterment of mankind.

The Institute Mission statement focus on

- **MOVE UP** through international alliances and collaborative initiatives to achieve global excellence.
- **ACCOMPLISH A PROCESS** to advance knowledge in a rigorous academic and research environment.
- **ATTRACT AND BUILD PEOPLE** in a rewarding and inspiring environment by fostering freedom, empowerment, creativity and innovation.

The program aims is highly relevant to the HEI's vision and mission to provide quality education to all the candidates who aspire to be a professional and future leader.

4. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

Attract post higher secondary students who are employed and/ seeking career growth and not in a position to continue their education in a regular mode

5. APPROPRIATENESS OF PROGRAMME TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

- The candidates will have the opportunity to upgrade their academic qualification without any career break.
- The accessibility of online resources and flexibility in learning time are advantages to the learners with enhanced learning opportunity at their convenience.
- The program is designed with personalized and motivated towards self-directed learning experiences
- As the technology is advanced, professionals are expected to demonstrate working in distributed collaborative environment, where the Distance learning of SRMIST ensures the same with collaborative (Distance) peer learning environment.
- The illustrations, case studies and problem statements are designed to meet the industry need and demonstrate the carry forward applications.

Ability to apply decision making methodologies, critical thinking to understand the global issues and improve the business value chain through networking opportunities.

6. INSTRUCTIONAL DESIGN

- The institution adopts outcome-based approach which ensures effective learning experiences of students through mapping modularized course outcomes and assessment.
- The program is designed with flexible micro learning methodology to ease the learner engagement
- The course modules are designed with the combination of conceptual theory cum practical exercises to provide hands-on experience and real-time exposure.
- The course content is developed with learner-centric approach, creative study pattern and experimental examples to provide experiential learning
- Both internal and industrial experts are involved in preparation of curriculum and course content. The curriculum is reviewed by set of experts, quality assurance team and Board of Studies (BoS) and approved by Academic Council.
- The credit value of the course and required four quadrant effort as per UGC guidelines helps the student to understand the academic effort to successfully complete a course, where student must have minimum participation of 75 % in all activities of Distance program prior to end semester exam. The academic effort / study time of the learning is distributed with four quadrant approach and maximize the learning.

6.1 Delivery Methodology:

Delivery methodology in SRM IST Distance learning programs is unique in many aspects. The distinct mode of imparting education at SRM IST relies on technology to take its academic programs to the doorsteps of learners far and wide. The system is more

learner-oriented and the learner has to be an active participant in the learning process. It combines the features of conventional wisdom and the benefits of technology – driven techniques. A multi-channel approach is followed in knowledge acquisition.

It comprises of the following support services:

- Self-learning material
- Assignments, Practical exercises are providing with real time exposure.
- Digital library resources
- Study material provided online
- Webinars of some periodicity
- Access to recorded lectures online and teachers who guide and support learners
- Study groups and online discussion forums
- Week-end or online orientation sessions
- Social Media groups for exchange of information and peer group interaction.

6.2 Printed and Digital Material:

The Self Learning Materials in printed form shall be provided. The Self Learning Material (SLM) shall be sent by registered post. The university shall not be responsible for loss or delay by the postal department. Soft copies of Self Learning Material (**E-SLM**) are also being provided to the learners through University's website at web link;

6.3 Audio and visual Lessons:

The audio and video lessons are supplementary material for the enhancement of understanding of the subject. They will be used during counselling sessions at respective Learner Support Centres. A large repository of audio-visual educational programmes has already been prepared by the Media Centre and new lessons are regularly produced and uploaded. The Classes are recorded and have been uploaded in the HEI website:

Further students can also access the video lessons available on YouTube Channel of Instructional Media Centre at <https://youtu.be/ChFZSq0gv2Q>

6.4 Personal Contact Programme (PCP):

Personal Contact Programme (PCP) will be conducted either through Online (LMS) / Face-to-Face Counselling will be held in each semester as part of student support services. This would help the students to interact with experts in the course and clarify doubts. However, attendance is not mandatory.

6.5 E- Learning Portal :

E-Learning portal for distance education students will be a medium for the dissemination of knowledge, skill enrichment, assist in examination preparation, exchange of experience and collaborative participation.

7. STRUCTURE OF BCA PROGRAMME

7.1 Medium of Instruction:

The medium of instruction, examination and Project report will be English.

7.2 Commencement of academic activities

The academic year in the month of July and for the calendar year in the month of February

7.3 Registration and Enrolment for Courses

- The process of signing up for courses is called registering. Students are enrolled after they pay the prescribed fees. For a student to undergo courses he/she has to complete both registration and enrolment.
- Students can enrol after paying the prescribed fees for the semester. Registration and enrolment will be controlled by the office of the Directorate of Distance Education. For a student to pursue courses he/she has to complete both registration and enrolment for the courses every semester.
- If a student fails to register in any particular year within the stipulated time, his / her registration will be cancelled for that semester. The candidate will be permitted to continue the study in a subsequent semester with proper prescribed fees governed by Directorate of Distance Education
- Registration for any course will be done under the supervision of Director (Distance Education)
- For the first semester, registration process shall be completed within a week after the confirmation of Admission.
- The student has to re-register at the beginning of each semester, from the second semester onwards, by paying the prescribed fees.
- Late registration will be permitted with a fine, decided from time to time by the directorate of Distance Education.
- Students shall be permitted to proceed from, the first semester up to final semester irrespective of their failures in any of the courses in the examinations conducted in previous semesters.
- The registration form contains the course number, course name and number of credits.
- Students must select any one Functional elective Finance / Marketing / Human Resource Management (each comprising five courses) at the beginning of

Third semester and select any Two Non-Functional elective courses during beginning of Fourth semester admission for the programme. The electives / specialization chosen by the students from the curriculum shall be operational course to a minimum number of students registered, fixed by the Directorate of Distance Education. The University reserves the right to offer / cancel any course and specializations.

7.4 CURRICULUM

Program Structure: Bachelor of Computer Applications

SEMESTER I							
Career Stream Title	Course Code	Course Title	L	T	P	L+T+P	C
Language	LATD1911	Tamil - I	4	0	0	4	4
	LAHD1911	Hindi – I					
	LAFD1911	French – I					
	LAED1911	English –I					
Compulsory Core	BCAD1911	Problem Solving Techniques	4	1	0	5	5
Compulsory Core Lab	BCAD1912	Problem Solving Techniques Laboratory	0	0	4	4	2
Allied	BCAD1913	Mathematics – I	4	1	0	5	5
Total			16	2	4	22	20
SEMESTER II							
Career Stream Title	Course Code	Course Title	L	T	P	L+T+P	C
Language	LATD1921	Tamil - II	4	0	0	4	4
	LAHD1921	Hindi – II					
	LAFD1921	French –II					
	LAED1921	English –II					
Compulsory Core	BCAD1921	Web Technology	4	1	0	5	5
Compulsory Core Lab	BCAD1922	Web Technology Laboratory	0	0	4	4	2
Allied	BCAD1923	Mathematics – II	4	1	0	5	5
Total			16	2	4	22	20

SEMESTER III							
Career Stream Title	Course Code	Course Title	L	T	P	L+T+P	C
Compulsory Core	BCAD1931	Programing In Java	4	1	0	5	5
	BCAD1932	Relational Database Management	4	1	0	5	5
Compulsory Core Lab	BCAD1933	Programing In Java Laboratory	0	0	4	4	2

	BCAD1934	Relational Database Management Laboratory	0	0	4	4	2
Skill Based	BCAD1935	Fundamentals of Data structures and Algorithms	4	0	0	4	4
Total			12	2	8	22	18

SEMESTER IV							
Career Stream Title	Course Code	Course Title	L	T	P	L+T+P	C
Compulsory Core	BCAD1941	Multimedia and Animation	4	1	0	5	5
	BCAD1942	Windows Programming Using VB .Net	4	1	0	5	5
Compulsory Core Lab	BCAD1943	Multimedia and Animation Laboratory	0	0	4	4	2
	BCAD1944	Windows Programming Using VB.Net Laboratory	0	0	4	4	2
Skill Based	BCAD1945	Python Programming	2	0	4	6	4
Total			10	2	12	24	18

SEMESTER V							
Career Stream Title	Course Code	Course Title	L	T	P	L+T+P	C
Compulsory Core	BCAD1951	Software Engineering and Testing	4	0	0	4	4
	BCAD1952	PHP and MYSQL Programming	4	0	0	4	4
	BCAD1953	Operating System	4	1	0	5	5
Compulsory Core Lab	BCAD1954	PHP and MYSQL Programming Laboratory	0	0	4	4	2
Student Must Select any one of the following Elective Courses							
Skill Based Elective	BCAD1955	Introduction to R Programming	0	2	2	4	3
	BCAD1956	Cloud Computing					
EVS	BESD19EC	Environmental Studies	2	1	0	3	3
Total			14	4	6	24	21

SEMESTER VI							
Career Stream Title	Course Code	Course Title	L	T	P	L+T+P	C
Compulsory Core	BCAD1961	Object Oriented Analysis And Design	4	0	0	4	4
	BCAD1962	Computer Networks	4	0	0	4	4
Compulsory Core Lab	BCAD1963	Object Oriented Analysis and Design Laboratory	0	0	4	4	2
	BCPD1964	Project Work	0	2	8	10	6
Total			8	2	12	22	16

Total Credits to be earned for the degree: 113

TOTAL OVERALL CREDIT 113

7.5 Learning Assessment Procedure

Academic counselor except in the case of project work where an external examiner may be nominated.

The student's performance in each course, in general, is evaluated based on in semester continuous assessment (internal assessment) and end-semester examination. An in-semester continuous assessment (also known as internal assessment) is spread through the duration of course and is done by the concerned Programme coordinator of the course.

The various assessment components are as follows:

- Assignments
- MCQ based quizzes
- Presentations
- Projects
- Field survey
- Seminars
- Group discussions/activities, etc

The end-semester examination shall have assessment from the following perspective with respect to all courses:

1. Evaluation with respect to knowledge
2. Evaluation with respect to Understanding
3. Evaluation with respect to skill
4. Evaluation with respect to Applications
5. Higher Order Thinking Skills

The assessment method of theory and practical courses is further detailed below:

(a) Theory courses - Course without any practical component

Assessment tool	Marks	Remarks
Assignment - 1	15	It will be in the form of Descriptive Question and Answers, Case study with solution, presentation of a topic, presentation of field visit reports, Mini projects, MCQ based quizzes, in house seminars as directed by the concerned Programme coordinator of the course.
Assignment - 2	15	Further, Mini projects comprises Individual project to be submitted by the student and

Total in-semester assessment	30	presentation/Viva-voce supervised by the concerned Academic coordinator of the course
End semester Examination	70	Duration – 3 hours
Total	100	

(b)

Theory courses - Course with practical component

Assessment tool	Marks	Remarks
Assignment - 1	15	It will be in the form of Descriptive Question and Answers, Case study with solution, presentation of a topic, presentation of field visit reports, Mini projects, MCQ based quizzes, in house seminars as directed by the concerned Programme coordinator of the course.
Assignment - 2	15	
Total in-semester assessment	30	Further, Mini projects comprises Individual project to be submitted by the student and presentation/Viva-voce supervised by the concerned Academic coordinator of the course
End semester Examination-Theory	40	Descriptive type theory questions to be answered as per program courses
Carrying out laboratory work and submission of record	20	Assessment components: Every experiment will carry marks for Observation, Collection of Data, Analysis, Interpretation, Inference and prompt submission of Record of Work done.
	10	Marks for Viva
Total End semester Examination	70	Duration – 3 hours
Total	100	

(C) Courses with only practical component Laboratory courses

Assessment tool	Marks	Remarks
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Carrying out laboratory work and submission of record	20	Assessment components: Every experiment will carry marks for Observation, Collection of Data, Analysis, Interpretation, Inference and prompt submission of Record of Workdone.
	10	Marks for Viva
Total in-semester assessment	30	
End semester examination	70	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination and “Ab” grade will be awarded for non-appearance.

END SEMESTER EXAMINATION

- Change of examination centre will not be permitted
- Registration for University Examinations is mandatory for all courses including arrear papers.
- The end semester examinations will ordinarily be conducted for academic year students during October to December in the odd semester and even semester for calendar year students whereas during March to May in the even semester for the academic year students and odd semester for calendar year students.
- The End Semester Examination will be conducted at the end of each semester.
- A student should have appeared for the end-semester examination of the prescribed course of study to become eligible for the award of the grade in that course.

EVALUATION

- The Evaluation process has been developed based on objective and scientific guidelines with due importance to continuous Internal Assessments and Term End Examinations. This is to ensure that the learners get a fair chance of proving their mettle in different platforms of evaluation.
- The complete academic performance of a student is evaluated by Internal / External Examinations
- The student performance in each course, in general, is evaluated based on in-semester assessment and end semester examination
- The maximum marks for any course will be 100 comprising of 30 marks for Internal Assessment and 70 marks for the end semester examinations.

RE-VIEW OF ANSWER SCRIPTS / SINGLE VALUATION

In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

RE-APPEARING FOR EXAMINATION

- Students who have secured 'F'(Fail) / 'Ab' (Absent) grade in a particular course can reappear when the end semester examination for that course is again conducted provided they satisfy eligibility conditions on or before the maximum duration of the course
- If a student obtains "F" grade or "Ab" grade in a course for which only internal assessment is applicable as per the regulations at the time of admission of the student.(Ref.R.12.7)
- If a course has both theory and practical component, then the student shall appear in the end semester examinations of both the theory and practical components.
- For project work, if a student gets a 'F' or 'Ab' grade he/she should register again for course, earn marks for reviews and project report as applicable and then appear for the final viva. Under this circumstance the student shall choose a new project topic (other than the one he/she had been associated with earlier) under the guidance of the allotted faculty member. Internal assessment is applicable as per R.12.7.1
- All applicable fees charged for the purpose of examination will apply for re-appearance courses as well.

AWARD OF LETTER GRADE

All assessment of course will be done on absolute marks basis. However for the purpose of the reporting the performance of a student, letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the student (Ref: R.14.1)

GRADE SHEET

The Grade card / sheet issued by the controller of Examinations to each student, after the announcement of the results will contain the following

- a. The credit of each course
- b. Letter grade obtained in each course
- c. Total number of credits earned by the student upto end of that semester in

each of the course categories

d. The CGPA of all the courses taken from the First semester onwards

COMPUTATION OF SEMESTER GRADE POINT AVERAGE(SGPA) AND CUMULATIVE GRADE POINT AVERAGE(CGPA)

(i) The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

Where C_i = credit for the i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course, n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured and Ab grades.

(ii) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_1^r S_i \times (SGPA)_i}{\sum_1^r S_i}$$

Where S_i = Sum of credits in i^{th} semester, $(SGPA)_i$ = Semester Grade Point Average earned in i^{th} semester and r = number of semesters and the sum is over all the semesters under consideration.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts

ACADEMIC DISHONESTY

When a student is found responsible for a violation of the DDE SRMIST code of conduct pertaining to academic dishonesty (Malpractice in Examinations), the Office of Controller of Examinations will initiate action based on the pre-approved procedures. Appropriate penalty or punishment will be awarded to the student and communication sent to Director of Distance Education.

ELIGIBILITY FOR THE AWARD OF THE DEGREE

A Student shall be declared to be eligible for the award of the Degree provided if,

- i. The student has successfully completed the course requirements and has passed all the prescribed examinations in all the Four semesters within the maximum duration
- ii. No disciplinary action is pending against him/her.

CLASSIFICATION OF THE DEGREE AWARD

Class / Distinction will be awarded to the students after they successfully complete the Programme as per the norms stipulated in the following table:

Category	CGPA	Class / Distinction
Students who successfully completed the Post Graduate Programme within the time duration of 4 Semesters	≥ 8.0 (without “F” (or) “Ab” in any semester)	First Class with Distinction
	≥ 8.0 (without F (or) Ab in any semester but obtained pass grade “O” to “C” subsequently)	First Class

	$\geq 6.0 \& < 8.0$	First Class
	$\geq 5.5 \& < 6.0$	Second Class
	$\geq 5.0 \& < 5.5$	Third Class
Students who cannot complete the Post Graduate Programme in 4 Semesters but complete it successfully within the time duration of 5 Semesters	≥ 6.0	First Class
	$\geq 5.5 \& < 6.0$	Second Class
	$\geq 5.0 \& < 5.5$	Third Class
Students who cannot complete the Post Graduate Programme in 5 Semesters but complete it successfully within the time duration of 8 Semesters	≥ 5.5	Second Class
	$\geq 5.0 \& < 5.5$	Third Class

REVALUATION

There is no revaluation for MBA programme

REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the regulations, scheme of examinations and syllabi as found necessary.

PATTERN OF QUESTION PAPER

a) Pattern of Question Paper (Theory)

The question paper for all theory courses consists of three parts namely PART-A and PART-B.

PART-A consists of 10 questions. All questions to be answered, each question carries 2 marks. Answer should not exceed 30 words for each questions.

Part-B consists of 16 marks questions of either-or pattern for each unit (5 Units). Answer should not exceed 500 words for each questions

8. Library Resources:

SRM Institute of Science and Technology (formerly known as SRM University) has an excellent library for the benefit of students, faculties and researchers. As one of the best-established libraries according to International Standards, the University Library has a large collection of books covering various branches of Engineering and Technology, Medical and Health Sciences and Science and Humanities and its related fields.

The library is located in the 15-Storey University Administrative Block, and is spread over Ground + 3 floors of 1.50 Lakh sft area. The library building is

- Fully air-conditioned and automated with RFID (Radio Frequency Identification) technology
- Well protected with fire alarms and CCTV security systems
- Equipped with reading halls in all the floors, with reference collection

Collections

- Books:** The resource center has 136859 volumes of books consisting of 59419 titles. The collection also includes 1550 handbooks & 200 encyclopedias.
- Periodicals:** The resource centre subscribes 188 National and 32 International periodicals.
- Back volumes:** There are about 4105 back volumes.
- Project reports:** 8235 above project thesis
- Standards:** 781 standards that include BIS, ISA & IEEE

9. Cost estimate of the program:

Minimum Duration: 3 Years

Maximum Duration: 6 Years

(Depends on the program chosen by the candidate).

Per Semester: Rs. 5,000/-

Whole Year: Rs.10,000/-

3 Years: Rs.30,000/-

10 . Quality Assurance Mechanism:

SRM Institute of Science has a well-established quality management system in the form of Centre for Internal Quality Assurance (CIQA). There is a well-defined academic audit process. Its main functions are

OBJECTIVES:

The Centre for Internal Quality Assurance has been created as a part of quality control measures enshrined in ODL Regulations, 2017. There are several exercises in the field of distance education which require a separate set of quality parameters which may vary from the on campus programmes for which the IQAC is the nodal agency. The activities in ODL include highly flexible delivery systems and need primarily to be learner-centric. Hence this calls for a separate monitoring body overseeing the vital quality parameters. The formation of CIQA will ensure the adoption of qualitative distance education right through all the processes. The ODL programmes envisaged in SRM IST would be a dynamic model aimed at creating abroad-based, technology-assisted and a learner-oriented model. Some of the features are:

- a) To render quality service to the ODL learners
- b) To constantly revisit the system based on experience and keep the ODL activities dynamic
- c) To maintain quality in all the key area of ODL operations
- d) All the Quality Assurance efforts will be made public and shared among all the stakeholders
- e) To keep in place an effective feed-back system
- f) CIQA will be the nodal body to coordinate the inter functionality among all the departments of DDE
- g) To provide interactive platforms among all players in ODL to exchange views, ideas and innovative practices
- h) To ensure quality in the delivery tools form the preparation of Programme Project Report for each programme to evaluation of examination scripts
- i) Maintaining accurate records of all the activities in ODL and generate reports of all kinds.

ACTIVITIES:

To achieve the objectives listed above, the following activities of CIQA will be in place:

- a) The CIQA at SRM IST would meet periodically to review the ongoing

activities of the Directorate of Distance Education

- b) To monitor the preparation of Programme Project Report and ensure that the guidelines of the UGC are strictly adhered to
- c) To oversee the preparation of SLM and suggest effective corrective measures wherever required
- d) To follow up the effectiveness of Personal Contact Programmes in terms of its reach, coverage and participation by the students
- e) To engage constantly with the UGC and MHRD and understand the implications of their guidelines
- f) To be in touch with the other institutions offering ODL and familiarize with the best practices followed elsewhere
- g) To encourage research on distance education and encourage the Faculty of SRM IST to go for publications and participate in seminars and conferences.
- h) To prepare reports on the progress of DDE periodically and maintain key data on ODL activities in SRM IST
- i) To ensure that the learning is maximised through learner-centric approaches

FUNCTIONS

The functions of CIQA will include the following:

- a) The CIQA will collect the Programme Project Report (PPR) for each programme and vet it for quality
- b) It will get the PPRs approved by all the all the statutory bodies of SRM IST
- c) The CIQA will ensure the implementation of all the policies pertaining to distance education of SRM IST
- d) It will generate reports on various activities of DDE and make them available to the authorities of the University
- e) It will ensure production of quality SLM for each programme and look for the adoption of the guidelines of the UGC in the preparation of SLM
- f) The CIQA will ensure the implementation of the UGC guidelines in every aspect of the functioning of DDE in SRM IST.

10.1 The expected Program outcomes:

- Understanding and operating with ethical and professional responsibility
- Ability to communicate effectively and function efficiently on multidisciplinary teams.
- Ability to use modern management principles and tools needed in contemporary business within the bounds of practical Constraints such as economic, environmental, social, political, ethical, health and safety and sustainability.
- Develop skills to be a life-long learner for a globalized business for future.
- Hone entrepreneurial skills to provide innovative solutions for the needs of mankind.