

**Program Project Report (PPR)**

**MASTER OF COMPUTER APPLICATIONS**



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

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### 1. INTRODUCTION

The Master of Computer Applications (MCA) 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 MCA 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 M.C.A. to meet these challenges.

### 1.1 The scope of MCA:

- 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

M.C.A. degree candidates have career opportunities in wide array of IT fields such as:

- Programmer,
- Software Developer,
- DB Administrator,
- Network Engineer,
- Web designer
- Testing Engineer

### 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 MCA program offered at Directorate of Distance Education, SRM Institute of Science and Technology aims to impart unique learning experience with practical experiences in industry relevant courses which are most sought in Information technology. The MCA program inclined towards application development with latest programming languages & tools result in development of expert skills as per the demand of career opportunities. The specialized case studies and real time examples highly valued in all industry sectors including business, health, social relevant applications and management activities.

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**

Graduates and Working Professionals who are passionate in Information Technology sector jobs. We also target the learners form special target group for Directorate of Distance Education. The special target group includes employees, PWD, Transgender, Defence paramilitary forces and prison inmates etc.,

#### **5. APPROPRIATENESS OF PROGRAMME TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:**

Both theoretical and practical aspects of Computer Applications are covered in order to provide

- conceptual knowledge,
- logical reasoning ability
- and analytical skills

in the domain of business.

- The candidates will have the opportunity to upgrade their academic qualification without any career break.
- The accessibility of Distance 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 (online) peer learning environment.
- The illustrations, practical exercises and projects are designed to meet the industry need and demonstrate the carry forward applications.
  
- Ability to map technical skills and would enhance to variety of roles and responsibilities in all levels of product development life cycle of software development

#### **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.

### 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 provide 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 MCA 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 of Master of Computer Applications

#### SEMESTER I

Category	Course Code	Course Title	L	T	P	Total LTP	C
Compulsory Core	MCAD2211	Operating System	3	1	0	4	4
	MCAD2212	Database Technology	3	0	4	7	5
<b>Student Must Select any one of the following Core Courses</b>							
Choice Based Core 1	MCAD2213	Programming in Java	3	0	4	7	5
	MCAD2214	Visual Programming Using C# and VB.Net					
<b>Student Must Select any one of the following Elective Courses</b>							
Elective 1	MCAD22E1	Enterprise Resource Planning	3	1	0	4	4
	MCAD22E2	Organizational Behavior					
<b>Total</b>			<b>12</b>	<b>2</b>	<b>8</b>	<b>22</b>	<b>18</b>



### SEMESTER II

Category	Course Code	Course Title	L	T	P	Total LTP	C
Compulsory Core1	MCAD2221	Python Programming	3	0	4	7	5
	MCAD2222	Software Engineering and Software Testing	3	1	0	4	4
	MCAD2223	Data Mining and Data Warehousing	3	1	0	4	4
<b>Student Must Select any one of the following Core Courses</b>							
Choice Based Core 1	MCAD2224	Advanced Java Programming	3	0	4	7	5
	MCAD2225	Web programming using ASP.NET					
Supportive Course	MCAD2226	Data Analysis Using R	0	1	2	3	2
<b>Total</b>			<b>12</b>	<b>3</b>	<b>10</b>	<b>25</b>	<b>20</b>

### SEMESTER III

Category	Course Code	Course Title	L	T	P	Total LTP	C
Compulsory Core 1	MCAD2231	Object Oriented Analysis and Design With UML	3	1	4	8	6
	MCAD2232	Big Data and its Applications	3	1	0	4	4
<b>Student Must Select any one of the following Core Courses</b>							
Choice Based Core	MCAD 2233	Open-Source Technologies	3	1	4	8	6
	MCAD2234	Artificial Intelligence and Machine Learning					
Compulsory Core2	MCAD2235	Mini Project	0	0	4	4	2
<b>Student Must Select any one of the following Elective Courses</b>							
Elective 2	MCAD22E3	Cloud Computing	3	1	0	4	4
	MCAD22E4	Internet of Things (IoT)					
<b>Total</b>			<b>12</b>	<b>4</b>	<b>12</b>	<b>28</b>	<b>22</b>

### SEMESTER IV

Category	Course Code	Course Title	L	T	P	Total LTP	C
<b>Student Must Select any one of the following Elective Courses</b>							
Elective 3	MCAD22E5	Computer Networks	4	0	0	4	4
	MCAD22E6	Network Security					
Compulsory Core 1	MCPD2241	Project Work	0	6	20	26	16
<b>Total</b>			<b>4</b>	<b>6</b>	<b>20</b>	<b>30</b>	<b>20</b>

## 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 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**

<b>Assessment tool</b>	<b>Marks</b>	<b>Remarks</b>
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. 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
Assignment - 2	15	
<b>Total in-semester assessment</b>	<b>30</b>	
<b>End semester Examination</b>	<b>70</b>	<b>Duration – 3 hours</b>
<b>Total</b>	<b>100</b>	

**(b) Theory courses - Course with practical component**

<b>Assessment tool</b>	<b>Marks</b>	<b>Remarks</b>
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. 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
Assignment - 2	15	
<b>Total in-semester assessment</b>	<b>30</b>	
End semester Examination-Theory	40	<b>Descriptive type theory questions to be answered as per program courses</b>
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
<b>Total End semester Examination</b>	<b>70</b>	<b>Duration – 3 hours</b>
<b>Total</b>	<b>100</b>	

**(C) Courses with only practical component Laboratory courses**

<b>Assessment tool</b>	<b>Marks</b>	<b>Remarks</b>
Carrying out laboratory work and submission of record	<b>20</b>	Assessment components: Every experiment will carry marks for Observation, Collection of Data, Analysis, Interpretation, Inference and prompt submission of Record of Work done.
	<b>10</b>	Marks for Viva

<b>Total in-semester assessment</b>	<b>30</b>	
End semester examination	<b>70</b>	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.

The maximum marks for any course will be 100 comprising of 30 marks for Internal Assessment and 70 marks for the end semester examinations. Evaluation Ratio:

Courses	Internal Assessment	End Semester Examination	
		Theory	Practical
Theory	30 Marks	70 Marks	--
Theory cum Practical	30 Marks	40 Marks	30 Marks
Practical Courses	30 Marks	---	70 Marks

The Internal Assessment is based on submission of assignments / case studies / Quiz/ multiple choice questions / Problem based solutions/ Practical Exercises Wherever applicable

The in-semester assessment method is further detailed below:

Course Details	Assessment Tools	Marks
Course with Theory component only	assignments / case studies / Quiz / multiple choice questions / Problem based solutions - I	15 Marks
	assignments / case studies / Quiz / multiple choice questions / Problem based solutions - II	15 Marks
Course with Theory cum practical	Practical exercises -1(Theory – 10 Marks & Practical 5 Marks)	15 Marks
	Practical exercises -2(Theory 10 Marks & Practical 5 Marks)	15 Marks
Courses with Practical	Practical exercises -1	10 Marks
	Practical exercises -2	10 Marks
	Practical exercises -3	10 Marks

Evaluation of the Project work is based on the Project Review Report submission (30 Marks) and Viva-Voce Examination (70 Marks) conducted by University.

Evaluation Ratio:

Review of Report		Dissertation and viva voce	
Component	Marks	Component	Marks
Review 1	15	Presentation	10
Review 2	15	Analysis	20
		Finding & Conclusion	20
		Viva Voce	20
Total	30	Total	70

#### 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  $i^{\text{th}}$  course,  $(GP)_i$  = the grade point obtained for the  $i^{\text{th}}$  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  $i^{\text{th}}$  semester,  $(SGPA)$  = Semester Grade Point Average earned in  $i^{\text{th}}$  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	$\geq 8.0$ (without "F" (or) "Ab" in any semester)	First Class with Distinction

Graduate Programme within the time duration of 4 Semesters	$\geq 8.0$ (without F (or) Ab in any semester but obtained pass grade "O" to "C" subsequently)	First Class
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	$\geq 6.0 \& < 8.0$	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	$\geq 6.0$	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	$\geq 5.5$	Second Class
	$\geq 5.0 \& < 5.5$	Third Class

#### REVALUATION

There is no revaluation for MCA 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 8 questions. Any 5 questions to be answered, each question carries 5 marks. Answer should not exceed 150 words for each questions.

**Part-B** consists of 15 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 airconditioned 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:** 2 Years

**Maximum Duration:** 4 Years

(Depends on the program chosen by the candidate).

**Per Semester:** Rs. 15,000/-

**Whole Year:** Rs.30,000/-

**2 Years:** Rs.60,000/-

## 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 stake holders
- 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.