1. BASIC INFORMATION

1.1 BCA Programme 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's Degree (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 or ITES.

1.2 Duration of the Programme
(Minimum - 3 Years, Maximum - 6 Years)

To fulfill the requirements for acquiring the BCA, a student may clear all the courses in a minimum of three years and a maximum of 6 years. In case the student is unable to pass all the courses of the BCA programme in 6 years, s/he can continue for another two years by seeking Re-admission to the courses which s/he is unable to successfully complete. For the re-admission rules and paying the requisite fee, you may contact the Regional Centre/Student Registration Division for further information. But, you are advised to pass all the courses successfully in 3 years. If a student fails to complete all the requirements for the award of degree within the prescribed maximum duration, he/she can seek re-admission by remitting the pro-rata fee of the left-over courses. Accordingly the duration would be extended by another two years as per re-admission rules.

1.3 Programme Fee

₹ 4500 per semester. The fees may change as and when university decide. The student may get latest update on the fees from the concerned IGNOU Regional Centre or from the Student Registration Centre (SED).

1.4 Medium of Instruction

The medium of instruction is only in **English.** The course material is also in English.

1.5 Credit System

The University follows the 'Credit System' for its programmes. *Each credit is worth 30 hours of student study time, comprising all the learning activities.* Thus, a three-credit course involves 90 study hours. This helps the student to understand the academic effort one has to put into successfully complete a course. **Completion of the programme requires successful completion of both assignments and the Term End Examination of each course in the programme.**

1.6 BCA Programme Structure

The programme has been divided into two semesters per year (January to June and July to December). Consequently, there will be two examinations every year - one in the month of June for the January to June semester courses and the other in December for the July to December semester courses. The students are at liberty to appear for any of the examinations schedule conducted by the University during the year subject to completing the minimum time framework other formalities prescribed for the programme.

BCA Programme Structure

Sem-ester	Course Code	Course Title	Credits
I	FEG-02	Foundation Course in English-2	4
	ECO-01	Business Organization	4
	BCS-011	Computer Basics and PC Software	3
	BCS-012	Basic Mathematics	4
	BCSL-013	Computer Basics and PC Software Lab	2
II	ECO-02	Accountancy-1	4
	MCS-011	Problem Solving and Programming	3
	MCS-012	Computer Organization and Assembly Language Programming	4
	MCS-013	Discrete Mathematics	2
	MCS-015	Communication Skills	2
	BCSL-021	C Language Programming Lab	1
	BCSL-022	Assembly Language Programming Lab	1
III	MCS-014	Systems Analysis and Design	3
	MCS-021	Data and File Structures	4
	MCS-023	Introduction to Database Management Systems	3
	BCS-031	Programming in C++	3
	BCSL-032	C++ Programming Lab	1
	BCSL-033	Data and File Structures Lab	1
	BCSL-034	DBMS Lab	1
IV	BCS-040	Statistical Techniques	4
	MCS-024	Object Oriented Technologies and Java Programming	3
	BCS-041	Fundamentals of Computer Networks	4
	BCS-042	Introduction to Algorithm Design	2
	MCSL-016	Internet Concepts and Web Design	2
	BCSL-043	Java Programming Lab	1
	BCSL-044	Statistical Techniques Lab	1
	BCSL-045	Algorithm Design Lab	1
V	BCS-051	Introduction to Software Engineering	3
	BCS-052	Network Programming and Administration	3
	BCS-053	Web Programming	2
	BCS-054	Computer Oriented Numerical Techniques	3
	BCS-055	Business Communication	2
	BCSL-056	Network Programming and Administration Lab	1
	BCSL-057	Web Programming Lab	1
	BCSL-058	Computer Oriented Numerical Techniques Lab	1
VI	BCS-062	E-Commerce	2
	MCS-022	Operating System Concepts and Networking Management	4
	BCSL-063	Operating System Concepts and Networking Management Lab	1
	BCSP-064	Project	8

Total: 39 Courses and 99 Credits.

1.7 Recognition

IGNOU is a Central University established by an Act of Parliament in 1985 (Act No.50 of 1985) IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F1-52/ 2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B (449)/94/177115 dated January 14, 1994.

1.8 Associate Studentship Scheme

There is a provision of Associate Studentship scheme in BCA wherein the student can register for a **minimum of 8 credits and a maximum of 32 credits**. This scheme is permissible for any course(s) of any programme offered by IGNOU, subject to the conditions that the students fulfill the minimum eligibility requirements for the respective programme and also should undertake the minimum and maximum credits specified.

Students are not eligible for admission under Associate Studentship scheme to the course(s) of the programme(s) where clearance of an entrance test is mandatory and also to the programmes where the intake is to a limited number of seats.

1.9 Student Support Services

In order to provide individualized support to its learners, the University has created a number of Study Centres throughout the country for this Programme. These are administratively coordinated by the Regional Centres. The Study Centres are the contact points for the students on all major aspects of the Programme. These include counselling sessions, practicals, reference library facilities, disseminating information and advice, facilities for audio-visual training aids and teleconferencing.

The University may not always be able to communicate to all the students individually. All the important communications are sent to the Regional Directors who in turn will intimate them to the Study Centre Coordinators. The coordinators display such circulars / notifications on their notice boards for the benefit of the students. *You are, therefore, advised to be in touch with your Study Centre Coordinator on a more regular basis so as to get the latest information about assignments, submission schedules (assignments and examination forms), declaration of results, etc.*

1.10 Newsletter

The IGNOU Newsletter is published twice in a year (April and October) in English and Hindi. This periodical communication is delivered by post to all the students of IGNOU along with course material. Information regarding the examination schedule, new courses to be launched, admissions, telecast schedule, teleconferencing schedule etc., is also provided through the IGNOU newsletter. It covers various activities at IGNOU Headquarters, Regional Centres and Study Centres. It also carries important notifications from time to time.

1.11 How to contact the BCA Programme Coordinator?

Students may contact the BCA Programme Coordinator by sending a communication through post to The BCA Programme Coordinator, SOCIS, Vishveswaraiah Bhavan, C-Block, IGNOU Academic Complex, IGNOU, Maidangarhi, New Delhi – 110068, or can send an Email to *bca@ignou.ac.in* or by telephone with Tel Nos: 011-29572903/29533436.

2. INSTRUCTIONAL SYSTEM

The methodology of instruction in this university is different from that of the conventional universities. The Open University system is more learner-oriented, and the student has to be an active participant in the teaching-learning process. Most of the instruction is imparted through a distance with only a small component of face-to-face communication. The University follows a multi-channel approach for instruction. It comprises a suitable mix of:

self-instructional printed material

audio / video cassettes and CDs

audio-video programmes transmitted through AIR and Doordarshan, and at study centre

face-to-face counselling at Study Centres by academic counsellors

reference library at study centre

web based academic support: e-content available on e-Gyankosh portal

assignments

practicals

Gyan Darshan Channel, including teleconferencing, Eklavya exclusively for Technology programmes

Gyan Vani.

2.1 Print Material

Printed materials are the primary form of instructional materials. These are supplied to the learners in the form of several booklets called blocks. Each block consists of several units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 4 to 6 hours of study. Therefore, you have to concentrate mainly on the print materials, which we send to you. However, the fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books without fail. Studying the printed material alone may not be sufficient to write assignments and prepare for the term-end Examinations. Some reference books are available at your study centre.

2.2 Audio-Video Material and CDs

These are video-cassettes meant for clarification and enhancement of understanding. However, audio / video are supplementary material and would not be available in all the courses. The audio-video material supplements the print material. Hence, we advise you to make use of it as that will help you to understand the subject better. However, audio-video material will normally not be supplied to the students individually but will be made available at the Study Centres. You can watch these programmes during counselling sessions. The schedule for screening these films has been synchronised with the progress of relevant written material. Students desirous of buying the audio-video tapes can procure them from:

> **The Director**
> **EMPC, Sanchar Kendra**
> **IGNOU, Maidan Garhi**
> **New Delhi-110068**
> **Ph./Fax:91-011-29534299**

The programmes of SOCIS are also telecast on DD-1(National Channel). The telecast schedule of transmission of programmes is communicated through a monthly booklet called **Gyan Darshan**.

You can contact your Study Centre Coordinator to go through it. You may write to the above-mentioned address for a copy of the same or see the schedule on the IGNOU's website.

2.3 Counseling Sessions

The details of the theory and practical Counseling sessions are given in the following sections.

2.3.1 Theory Sessions

In distance education, face-to-face contact between the learners and their tutors/counsellors is relatively less. The purpose of such a contact is to answer some of your questions and clarify your doubts that may not be possible through any other means of communication. It also provides you with an opportunity to meet your fellow students.

There are academic counsellors at the Study Centres to provide Counseling and guidance to you in the courses that you have chosen for study. Normally, these sessions will be held at the study centres on Saturdays and Sundays.

You should note that the Counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help you to overcome difficulties that you face while studying for the MCA programme. In these sessions, you must try to resolve your subject-based difficulties and any other related problems.

> **Before attending the Counseling session for each course, please go through your course material as per the session schedule and make a plan of the points to be discussed. Unless you have gone through the Units, there may not be much to discuss and may not be fruitful.**

2.3.2 Practical Sessions and Compulsory Attendance

The practical sessions will be held in the computer centres / labs of the Study Centres. In these computer labs, the participants will have the facility to use the computer and software packages relevant to the syllabus. The following points regarding the practical attendance must be noted:

i) 70% attendance is compulsory for each lab course. **However, this condition is not applicable for the computer time given for assignment implementation.**

ii) This is a pre-requisite for taking the term-end practical examination in the respective lab courses.

iii) A student who fails to **fulfill the 70% attendance requirements** will be allowed to re-register for that lab course. For fee details and the application form, please contact your Regional Centre.

iv) Students are required to **prepare a separate lab record for each lab course**. The practical counsellor should duly sign this lab record after each session.

v) Student attendance will be recorded coursewise at the study centre.

vi) Strictly follow the guidelines given in the Lab manuals for the respective lab courses.

vii) **Computer to Student ratio will be 1:2.**

2.3.3 Counselling Session Details:

Course wise Number of Counseling Sessions (Theory/Lab)

Semester	Course	Course Title	Credits	No. of Counceling Sessions
I	FEG-02	English (To be adopted from SOH)	4	5
	ECO-01	Business Organization (To be adopted from SOMS)	4	5
	BCS-011	Computer Basics and PC Software	3	9
	BCS-012	Basic Mathematics	4	12
	BCSL-013	Computer Basics and PC Software Lab	2	20
II	ECO-2	Accountancy-1 (To be adopted from SOMS)	4	5
	MCS-011	Problem Solving and Programming	3	5
	MCS-012	Computer Organization and Assembly Language Programming	4	8
	MCS-013	Discrete Mathematics	2	3
	MCS-015	Communication Skills	2	2
	BCSL-021	C Language Programming Lab	1	10
	BCSL-022	Assembly Language Programming Lab	1	10
III	MCS-014	Systems Analysis and Design	3	5
	MCS-021	Data and File Structures	4	8
	MCS-023	Introduction to Database Management Systems	3	5
	BCS-031	Programming in C++	3	9
	BCSL-032	C++ Programming Lab	1	10
	BCSL-033	Data and File Structures Lab	1	10
	BCSL-034	DBMS Lab	1	10
IV	BCS-040	Statistical Techniques (To be adopted from SOS)	4	5
	MCS-024	Object Oriented Technologies and Java Programming	3	5
	BCS-041	Fundamentals of Computer Networks	4	12
	BCS-042	Introduction to Algorithm Design	2	6
	MCSL-016	Internet Concepts and Web Design	2	20
	BCSL-043	Java Programming Lab	1	10
	BCSL-044	Statistical Techniques Lab	1	10
	BCSL-045	Algorithm Design Lab	1	10
V	BCS-051	Introduction to Software Engineering	3	9
	BCS-052	Network Programming and Administration	3	9
	BCS-053	Web Programming	2	10
	BCS-054	Computer Oriented Numerical Techniques	3	9
	BCS-055	Business Communication	2	6
	BCSL-056	Network Programming and Administration Lab	1	10
	BCSL-057	Web Programming Lab	1	10
	BCSL-058	Computer Oriented Numerical Techniques Lab	1	10
VI	MCS-022	Operating System Concepts and Networking Management	4	8
	BCS-062	E-Commerce	2	6
	BCSL-063	Operating System Concepts and Networking Management Lab	1	10
	BCSP-064	Project	8	10

Semester wise Counseling Sessions:

Semester	No. of Sessions		No. of Hours	
	Theory	**Practical**	**Theory**	**Practical**
I	31	20	62	60
II	23	20	46	60
III	27	30	54	90
IV	28	50	56	150
V	43	30	86	90
VI	14	20	28	60
TOTAL	**166**	**170**	**332**	**510**

Note: 70% attendance is compulsory in Practical Lab Sessions. However, this condition is not applicable for the time given for assignment implementation.

3. BROWSING IGNOU'S WEBSITE

The IGNOU's website is a dynamic source of latest information and will be undergoing continuous updates. IGNOU itself is continuously changing to bring about improvement in quality of its services. There are contents on the site which are open to all, but then there are also areas of restricted access. For example, course materials, FAQs, assignments and related contents are available only to those who have registered for and paid fees for the said course. Some sample courses are open to visitors to have a feel of them, before taking the decision to register with IGNOU.

3.1 Navigation from Home Page

The learners can have access to IGNOU's website at the following address (URL) ***http:// www.ignou.ac.in***. As students get connected to this site, the following page displays the Home Page of IGNOU's web site (Figure 1). Students need to click on various options to get the related information.
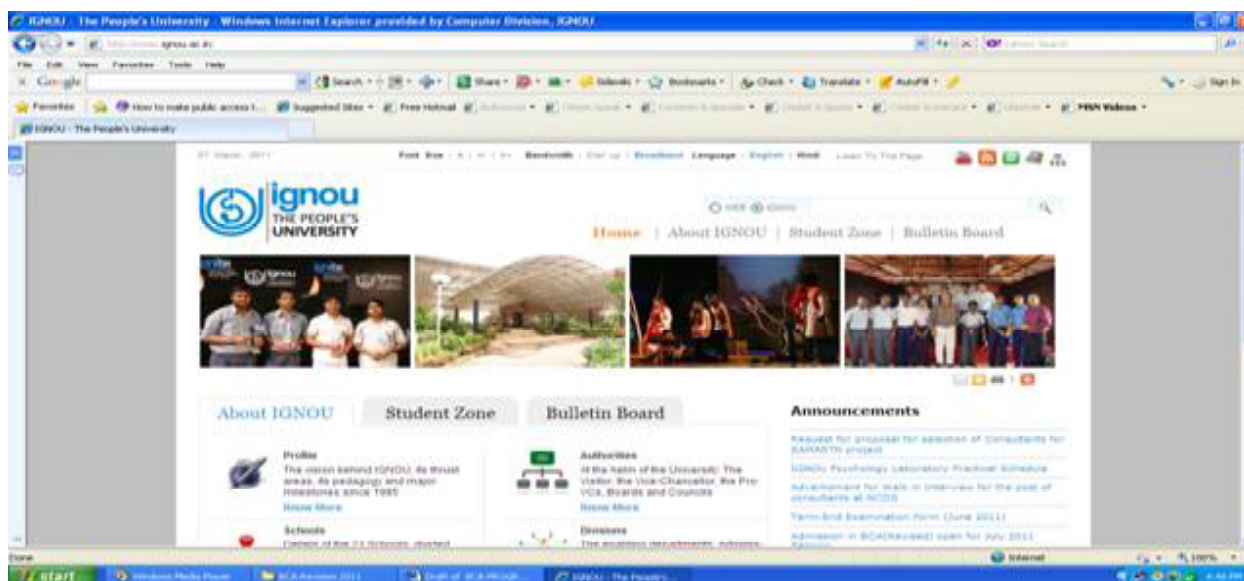

Figure 1: IGNOU Website