



INFORMATION BROCHURE
FOR
ADMISSION TO
PROFESSIONAL PROGRAMMES
OF
MANAGEMENT & COMPUTER APPLICATION
(MBA & MCA)
2022-23

School of Management Studies

&

School of Computer and Information Sciences

U.P. RAJARSHI TANDON OPEN UNIVERSITY,
Shantipuram (Sector-F), Phaphamau, Prayagraj
Website : www.uprtou.ac.in



APPROVAL PROCESS 2022-23

Letter of Recommendation/NOC

F.No. Northern/2022-23/1-11278338825

Date: 31-May-2022

To,
The Vice Chancellor
UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY ALLAHABAD
SHANTIPURAM AWAS YOJNA, SECTOR-F,
PHAPHAMAU, Allahabad,
Uttar Pradesh, 211021

Sub: Letter of Recommendation Open and Distance Learning (ODL) / Online Learning (OL) 2022-23

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) (1st Amendment) Regulations, 2021 notified on 24th February 2021 and other notifications as applicable and published from time to time, I am directed to convey the approval to

Permanent Id	1-10441058531	Application Id	1-11278338825
Name of the Institution/University	UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY ALLAHABAD	Name of the Society/Trust	UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY ALLAHABAD
Institution/University Address	SHANTIPURAM AWAS YOJNA, SECTOR-F, PHAPHAMAU, ALLAHABAD, Uttar Pradesh, 211021	Society/Trust Address	SHANTIPURAM AWAS YOJNA, SECTOR-F, Phaphamau, Allahabad, Uttar Pradesh, 211021
Institution/University Type	State Government University	Region	Northern

To conduct following Courses in ODL mode for the Academic Year 2022-23*

Sr. No.	Program	Level	Course	Center	Number of Seats
1	Management	POST GRADUATE	Management	Headquarter	1000
2	MCA	POST GRADUATE	MCA	Headquarter	1000

Message

U.P Rajarshi Tandon Open University was established by the UP Act No. 10 of 1999 as passed by the Uttar Pradesh legislature. It is the one and only State Open University in Uttar Pradesh. This University was named after Bharat Ratan Rajarshi Purushottam Das Tandon, an illustrious son of India from Prayagraj who made great sacrifices for the sake of our independence and dedicated himself to the cause of Hindi as a National Language. The jurisdiction of this University is entire state of Uttar Pradesh. The purpose of establishment of the University was enhancing access at larger scale to higher education through distance mode and also providing and maintaining higher standards in the quality of education to be imparted through distance mode. The University has embossed a niche for itself among the premier academic institutions of open learning and distance education. This University conducts its academic activities through a diversity of means of distance and long-lasting education, and functions in cooperation with the existing Universities, Colleges and Institutions of higher learning and makes optimum use of the infrastructure of these organizations. The motto of the University is “To Reach the Un-Reached”. University has been offering it’s services through 11 regional centers (Prayagraj, Kanpur, Bareilly, Agra, Meerut, Noida, Jhansi, Varanasi, Gorakhpur, Faizabad and Lucknow) and approximately 800 study centers scattered all over Uttar Pradesh. It is providing opportunities for higher education even in the remote and unprivileged regions of the state to a large cross-section of society. Head quarter at Prayagraj has three campuses named as Ganga (Administrative Block and Guest House), Yamuna (Residential Block and Prayagraj Regional Centre) and Saraswati (Academic Block and Auditorium). It has on campus well equipped Computer lab, Audio-visual lab, huge library, yoga and fitness centre, Bank and post office facilities. The whole campus is equipped with wi-fi facility.

UPRTOU offers professional courses keeping in the mind the demand of industry. Indian economy is developing at a rapid speed, we needs professionals who fill the important position in the industry and help the industry to compete globally. Masters of Business Administration (MBA) and Masters in Computer Application (MCA) are the premier courses offered by the university. Latest curriculum and renowned faculty help the learners to have a in-depth knowledge of subject. The course design is suitable for both professional who are working in the industry as well as the fresh graduates who want to pursue in the field of Business Administration and Computer Application. Self learning Material i.e. course material is provided to the learners so that they can study at their own convenience. Video lectures are also there on the university website to make learners aware of the topics. Highlights of the both courses are its easy, simple and flexible design keeping learners at the core. I hope these courses will help the learners to get high salaried jobs and to upgrade their skills.

My good wishes to all the aspirants for their bright future.

Prof. Seema Singh

Vice Chancellor

About the U.P. Rajarshi Tandon Open University, Prayagraj

U.P. Rajarshi Tandon Open University has been established through the UP Act No. 10 of 1999 as passed by the Uttar Pradesh legislature. This University was named after Rajarshi Purushottam Das Tandon, an illustrious son of India from Allahabad who made great sacrifices for the sake of our independence and dedicated himself to the cause of Hindi as a National Language. The jurisdiction of the University is whole of the state of Uttar Pradesh. The University has carved a niche for itself among the premier academic institutions of open learning and distance education. It has witnessed a very rapid expansion of its activities in various spheres of education. This University conducts its academic activities through a diversity of means of distance and continuing education, and functions in cooperation with the existing Universities, Colleges and Institutions of higher learning, and makes full use of the infrastructure of these organizations. The courses offered by UPRTOU are recognized by the joint committee of UGC-AICTE and DEC. The University offers wide range of educational programmes related to general education, training, research and extension work through open and distance learning. The University started functioning from the session 1999-2000 with 3344 distance learners. There are eleven regional centers of university located at Lucknow, Varanasi, Bareilly, Gorakhpur, Agra, Meerut, Ghaziyabad, Jhansi, Kanpur, Faizabad, and Allahabad. The head-quarters of the University is at Shantipuram Sector-F, Phaphamau, Allahabad which is equipped with good infrastructure facilities like Buildings, Library, Wi-Fi network, Guest House, Media Centre campus etc.

Special Features of the University

U.P.R.T.O.U. is a state University which offers education at the door steps of students and spread the education in a democratic way. The important features of the university are as follows:

- (i) Student oriented learning teaching process.
- (ii) Education according to the convenience of students.
- (iii) No age limit in admissions.
- (iv) Multiple Options for program selection.
- (v) Parallel education through other educational institutes.
- (vi) Educational opportunities for working people & housewives.
- (vii) Flexibility in selection of study centers.

- (viii) Student support through self learning materials and other IT Based Materials.
- (ix) Availability of Study centers through out the state of U.P.
- (x) Establishment of Placement Cell.
- (xi) Establishment of Cultural, Sports and NSS Cell for overall development of students.

COURSE MATERIAL

Learning materials are prepared for the courses by teams of experts drawn from conventional universities, management institutions and professionals from all over the country and in-house faculty. These materials are edited by the content experts and language experts at UPRTOU before they are finally sent to the press. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. These materials are previewed and reviewed by the faculty as well as outside experts. The printed material is supplied to only those students whose admission is confirmed by the coordinator of the study center. The students are required to contact the coordinator of the study center for confirmation of their admission. Once there admission is confirmed, the study material is sent to their corresponding address mentioned in the admission form. The cost of SLM is covered in the programme fee.

CREDIT SYSTEM

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a six credit course involves 180 hours of study. All management courses are six credit courses except the project course. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

STUDENT SUPPORT SERVICES

UPRTOU has established a number of study centers throughout the state of U.P. These study centers provide counseling, practical training and other facilities at periodic intervals and act as information as well as examination centers. Study Centers also have a basic library of management/computer books for reference purposes. The list of various study centers authorized to run various management and computer programmes in the session 2019-2020 is given in the table. Each student is allotted a study centre where he/she submits his/her assignments to the study centre coordinator and gets feedback. To coordinate the study centers, the University has established 11 Regional Centers all over the State.

DELIVERY SYSTEMS

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 learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance, rather than face-to-face communication. The University follows a multi-media approach for instruction. It comprises:

- a) **Print Material:** The printed material of the programme is supplied to the students in batches of blocks for every course (on an average of 5 blocks per course). A block which comes in the form of a booklet generally comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video programmes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes' duration. The audio programmes are run and video programmes are screened at the study centers during the hours of the counselling session. The video programmes of Management Studies are telecast on DD (National) every Friday at 6.30 a.m. Some of the selected stations of All India Radio also broadcast the audio programmes. Students can confirm the broadcast schedule for the programmes from their study centers. The information is also provided on the University website.
- c) **Counselling Sessions:** Normally, counselling sessions are held as per a schedule drawn before hand by the Study Centre Coordinator. The number of counseling sessions for the Theory/ Practical courses shall depend on the credits of various courses as per norms
 - ✓ **For 4 credit courses** – 4-6 sessions of 2 hours each
 - ✓ **For 6 credit courses** – 6-9 sessions of 2 hours each

Additionally the University conducts live phone-in-programmes through various stations of All India Radio. Schedule of these phone-in-programmes would be available at study centers.

The Schools of Studies

With a view to develop interdisciplinary studies, the University is having a provision to establish various School of Studies and Units, viz:

- 1. School of Management Studies:**
 - (a) Business Administration and Business Management
 - (b) Commerce
 - (c) Pure and Applied Economics
 - (d) Financial Analysis and Accountancy
- 2. School of Computer and Information Sciences:**
 - (a) Computer Applications and Computer Engineering
 - (b) Information Technology
- 3. School of Sciences:**
 - (a) Physics
 - (b) Chemistry
 - (c) Zoology
 - (d) Botany
 - (e) Mathematics
 - (f) Computer Science
 - (g) Microbiology
 - (h) Statistics
 - (i) Bio-Chemistry
 - (j) Food Technology
 - (k) Home Science
- 4. School of Humanities:**
 - (a) Sanskrit and Prakrit Language
 - (b) Hindi and Modern Indian Languages
 - (c) English and Modern European Languages
 - (d) Philosophy
 - (e) Psychology
 - (f) Economics
 - (g) Linguistics
 - (h) Oriental Studies
 - (i) Urdu
 - (j) Library and Information Sciences
 - (k) Journalism and Mass Communication
- 5. School of Social Sciences:**
 - (a) Political Sciences
 - (b) Anthropology
 - (c) Ancient Indian History and Archaeology
 - (d) Medieval and Modern History

- (e) Sociology
- (f) Social Work
- (g) Public Administration

6. School of Education:

- (a) Education
- (b) Adult and Continuing Education

7. School of Health Sciences:

- (a) Health Education
- (b) Nutrition, Food and Dietetics
- (c) Nursing and Para Medical Services

8. School of Agricultural Science:

- (a) Agricultural Production System and Management
- (b) Live Stock Production System
- (c) Post Harvest Technology and Value Addition
- (d) Agribusiness Management
- (e) Natural Resource Management
- (f) Extension and Community Development

9. School of Vocational Studies:

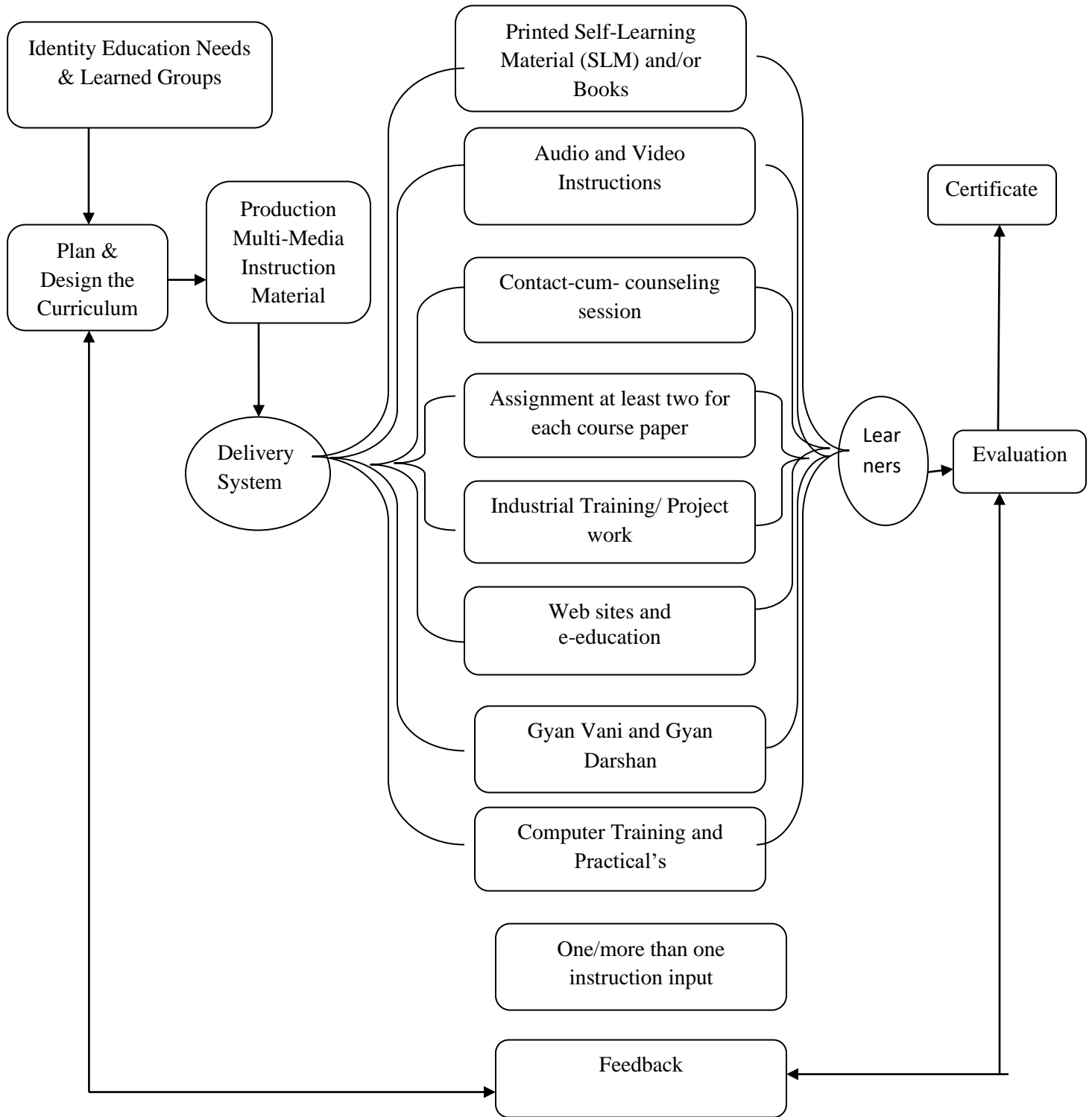
- (a) Fashion Designing
- (b) Textile Designing
- (c) Interior Designing
- (d) Interior Decoration
- (e) Photography

10. School of Engineering and Technology

- (a) Civil Engineering
- (b) Mechanical Engineering
- (c) Electrical Engineering
- (d) Electronics
- (e) Computer Sciences and Engineering
- (f) Applied Sciences and Humanities

LEARNING RESOURCES

The Instructional System of Open and Distance Education Programmes of the U.P. Rajarshi Tandon Open University may include the following tools and techniques.



SOME IMPORTANT REGULATIONS AND GUIDELINES

1. The medium of instruction shall be English/Hindi as indicated in the programme details.
2. If a candidate fails to appear in any one or more courses on the semester-end examination in June or December he/she may reappear in the semester- end examination for that course/those courses in June and December only. The facility shall be available until the candidate passes that course/ those courses application for re-registration of student who failed to complete the courses, within maximum period provided they deposit the prescribed fee. The University may allow them to appear in the paper/courses which they have not cleared.
3. The University may change at any time the study or examination centre allotted to a candidate for its own administrative convenience.

PROGRAMMES BASED ON ENTRANCE TEST

Prog. Code	Name of the programme	Duration (in Years)		Medium of Instruction (H/E)	Programme Fee	Minimum Qualification for Admission
		Min.	Max.			
703	Master of Computer Application (MCA)	2 Year	4 Year	English	17000/-	BCA/ Bachelor Degree in Computer Science Engineering with at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination OR B.Sc./B.Com./B.A./B.E./B.Tech/M.Sc (except computer science) with or without Mathematics at 10+2 Level or at Graduation Level (obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination) with PGDCA diploma from UGC recognised University, A-Level from DOEACC.
702	Master in Business Administration (MBA)	2 Year	4 Year	English	18000/-	Graduation in any discipline with 50% marks for the general category candidates and 45% marks for the SC/ST Category candidates. OR Three years experience certificate after graduation (in case Graduation marks is less than 50% for the general category candidates and 45% marks for the SC/ST Category candidates)

Note: -The details of Entrance Test and admission can be downloaded from the University website www.uprtou.ac.in or from concerned school of studies during third week of June.

ENTRANCE EXAMINATION & ADMISSION PROCEDURE

The Admission to MBA or MCA programme can be taken through Entrance Test which is to be held once every year (in the July Session). Candidates can apply online through the official website for entrance test.

GUIDELINES FOR CANDIDATES FOR ENTRANCE TEST

1. Visit online admission portal from the official website (www.uprtou.ac.in).
2. Fill the entrance application form with all the required information.
3. Pay the entrance examination fee through Online Gateway or Challan.
4. The Fee of the UPRTOU MBA-MCA Entrance Test is **Rs 800/= (Rs. Eight Hundred only)** which has to be deposited through Bank Challan or online payment gate way through the university web site www.uprtou.ac.in.
5. Candidate has to download the admit card from the website www.uprtou.ac.in.
6. **The candidate has to bring AADHAR card/PAN or any identity card with a photograph for verification at the entrance examination center on the date of Examination.**
7. For any other clarification either refer to above mentioned website or contact on the following numbers of faculty members

For MBA

Dr. Devesh Ranjan Tripathi	07525048048
Dr. Gaurav Sankalp	07525048043

For MCA

Mr. Manoj Kumar Balwant	07525048125
Dr. C K Singh	07525048044

8. **Candidates are required to mention their correct e-mail addresses and mobile (What's App) numbers in the given space without any fail.**
9. **PROPOSED ENTRANCE TEST CENTRE: Allahabad, Lucknow, Varanasi, Meerut, Gorakhpur, Bareilly, Kanpur, Jhansi, Agra, Ayodhya, Gaziabad, Azamgarh.**
10. Candidate has to send the following documents along with the hard copy of the entrance form along with proof of fee payment to the following address by speed post before due date that will be mentioned on the www.uprtou.ac.in whenever the notification of entrance examination is notified . Failing which the students will not be allowed to appear in the entrance examination.

Documents to be send for MBA

1. Graduation final year marksheet
2. Three years experience certificate after graduation (in case Graduation marks is less than 50%)

Documents to be send for for MCA

1. Graduation final year marksheet
2. 10+2 marksheet with mathematics as a subject.

OR
PGDCA diploma from UGC recognised University, A- Level from DOEACC

Address for sending Entrance form

**Prof P P Dubey
Nodal officer
MBA/MCA, Entrance Test-2022
UPRTOU, Saraswati Parisar,
Sector 'F' Shantipuram, Phaphamau,
Prayagraj. 211021.**

ADMISSION PROCEDURE AFTER QUALIFYING ENTRANCE TEST

1. The candidates after qualifying the **MBA-MCA Entrance Test**, (Clearance means securing 40% marks in Entrance Test) will have to:
 - o Fill the general online admission form available at university website and deposit the **Annual Fee of Rs.18000/- for MBA and Rs.17000/- for MCA** program through online banking or Bank challan.
 - o Take the print out of the filled admission form along with the proof of annual fee of the program.
2. Candidate has to submit one set of hardcopy of the admission form, MBA-MCA Entrance Test Result along with all the required documents.

**Admission Incharge,
UPRTOU, Ganga Parisar, Sector- F,
Shantipuram Phaphamau,
Prayagraj , Pin-211021**

3. The University after being satisfied about the eligibility of the application and completeness of the application form in all respect will accept the admission form and will issues a receipt. **If any information furnished by the applicant is found in correct of if at any stage it is detected that the applicant was not eligible for taking admission in the concerned programme, his/her admission will be cancelled and no fee will be refunded to him/her.**
4. In Case of any dispute related to the admission or so the decision of the Vice- Chancellor, UPRTOU, Allahabad shall be final.

ELIGIBILITY FOR ADMISSION IN MBA

Graduation in any discipline with 50% marks for the general category candidates and 45% marks for the SC/ST Category candidates.

Or

Three years experience certificate after graduation (in case Graduation marks is less than 50%)

ELIGIBILITY FOR ADMISSION IN MCA

BCA/ Bachelor Degree in Computer Science Engineering with at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination

OR

B.Sc./B.Com./B.A./B.E./B.Tech/M.Sc.(except computer science) with or without Mathematics at 10+2 Level or at Graduation Level (obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination) **with** PGDCA diploma from UGC recognised University, A- Level from DOEACC.

EXEMPTION FROM WRITTEN TEST FOR	
MBA	<p>1. The candidates who have appeared in the entrance tests for the similar programs MBA conducted by IGNOU/ AIMA / IIMs / UPTU etc. within a year need not to appear in MBA-MCA Entrance Test of UPRTOU Prayagraj, provided they have secured 40% marks in such examination. However they have to fill and submit the respective MBA-MCA Entrance test form through the university web site www.uprtou.ac.in with the following documents.</p> <ul style="list-style-type: none"> ✓ Test Score of IGNOU/ AIMA / IIMs / UPTU etc ✓ Mark sheet of Graduation ✓ For those having marks less than 50 % in graduation. Three years working experience after completion of Graduation. <p>2. Such candidates will have to fill the online admission form with Entrance test Fee of Rs. 800/- Only (Rs. Eight Hundred Only) through a NET banking, Debit/Credit card or Bank Challan by logging on to admission at www.uprtou.ac.in</p> <p>3. This Form is required to be sent to:</p> <p align="center">Director, School of Management Studies, UPRTOU, Sector 'F' Shantipuram, Phaphamau, Prayagraj, 211021.</p> <p>4. After successful screening of the entrance test form, the names of eligible candidates (who match the MBA eligibility) will be notified along with the entrance test result displayed on the website. However, the candidate are advised to ensure their qualifications.</p> <p>5. Candidates of this category have to follow the same process of admission after their selection as mentioned in the University Website</p>
MCA	<p>1. The candidates who have appeared in the entrance tests for the MCA program conducted by IGNOU/ NIMCET/ UPCET (UPSEE)/State level Exams etc. within a year need not to appear in MBA-MCA Entrance Test of UPRTOU Prayagraj, provided they have secured 40% marks in such examination. However they have to fill and submit the respective MBA-MCA Entrance test form through the university web site www.uprtou.ac.in with the following documents.</p> <ul style="list-style-type: none"> ✓ Test Score of IGNOU/ NIMCET/ UPCET (UPSEE)/State level Exams ✓ Mark sheet of Graduation ✓ For those who had B.Sc./B.Com./B.A./B.E./B.Tech/M.Sc.(except computer science) with or without Mathematics at 10+2 Level or at Graduation Level. PGDCA diploma from UGC recognised University, A- Level from DOEACC. <p>2. Such candidates will have to fill the online admission form with Entrance test Fee of Rs. 800/- Only (Rs. Eight Hundred Only) through a NET banking, Debit/Credit card or Bank Challan by logging on to admission at www.uprtou.ac.in</p> <p>3. This Form is required to be sent to:</p> <p align="center">Director, School of Sciences, UPRTOU, Sector 'F' Shantipuram, Phaphamau, Prayagraj, 211021.</p> <p>4. After successful screening of the entrance test form, the names of eligible candidates (who match the MCA eligibility) will be notified along with the entrance test result displayed on the website. However, the candidate are advised to ensure their qualifications.</p> <p>5. Candidates of this category have to follow the same process of admission after their selection as mentioned in the University Website</p>

PAPER PATTERN OF UPRTOU MBA-MCA ENTRANCE TEST

There shall be one composite paper of 100 Marks (Two Hours and Thirty Minutes) in the MBA-MCA Entrance Test containing following sub sections-

Section A: 10 Short Answer Type Question

50 Marks

General Knowledge/ current affairs, general awareness, management, economics & IT etc. (About 75 to 100 words)

Section B: Two Essay type Questions of 25 marks each separately for MBA and MCA applicants.

50 marks

On topics of basic discipline, to be answered in not more than 300 words

School of Management Studies

The school of management studies has been established with a view of imparting management education to persons of industry, academia & fresh graduates. The School came into existence with starting a programme of Master of Business Administration. Later on other programmes of the department were also started considering the demand of the learners. The school is enriched with highly qualified; skilled, dedicated faculty members. The visiting faculties from various prestigious organizations are involved in teaching and research work in the school. The school has organized five National Seminars including a seminar on smart city. The school has also conducted so many workshops and training programmes to develop and enhance the skill of the learners.

The course structure and syllabus of different courses are designed by the school board and board of study followed by Academic Council and Executive council. The opinion and suggestions of experts from different fields are included to enrich the course structure and syllabus of courses. This is also done to match the learners skill and orientation with the demand of business environment

The school offers so many professional and basic courses in the business management discipline. The courses offered by school are as follows.

- 1- Master of Business Administration (MBA)
- 2- Master of Commerce (M.Com)
- 3- Post Graduate Diploma in Human Resource Management (PGDHRD)
- 4- Post Graduate Diploma in Financial Management (PGDFM)
- 5- Post Graduate Diploma in International Business & E- Commerce (PGDIMB)
- 6- Post Graduate Diploma in Marketing Management. (PGDMM)
- 7- Post Graduate Diploma in Production Management. (PGDPM)
- 8- Post Graduate Diploma in Goods & Services Tax (PGDGST)
- 9- Bachelor of Commerce. (B.Com)
- 10- Bachelor of Business Administration. (BBA)
- 11- Certificate course in Goods & Services Tax (CGST)
- 12- Awareness Programme Share Market and Mutual Fund (APSMMF)
- 13- Awareness Programme Insurance and Banking Services (APIBS)

Programme Details in Brief

School of Management Studies

S No	Programme Name	Duration (In Years)		SLM Medium	Total Fee (P.A.)	Min. Qualification
		Min	Max			
1	Master of Business Administration (MBA)	2	4	English	18000/	Graduation in any Discipline with 50% Marks (45% Marks for the SC/ST Candidates) Or Three years Managerial / Supervisory or Working Experience after completing Graduation in any Discipline
2	Master of Commerce (M.Com)	2	4	Hindi/ English	8000/	Graduation
3	Bachelor of Business Administration (B.Com)	3	6	English	10000/-	Intermediate
4	Bachelor of Commerce (BBA)	3	2	Hindi	5000/	Intermediate
5	Post Graduate Diploma in Financial Management (PGDFM)	1	2	English	8200/-	Graduation
6	Post Graduate Diploma in International Marketing & e Business (PGDIMB)	1	2	English	8200/	Graduation with six months computer diploma or DOEACC 'O' Level
7	Post Graduate Diploma in Marketing Management (PGDMM)	1	2	English	8200/	Graduation
8	Post Graduate Diploma in Production Management (PGDPM)	1	2	English	8200/	Graduation
9	Post Graduate Diploma in Human Resource	1	2	English	8200/	Graduation

	Development (PGDHRD)					
11	Post Graduate Diploma in Goods & Services Tax (PGDGST)	1	2	English	6200/	Graduation
10	Certificate in Goods & Services Tax (CGST)	1/2	1	English	2600/-	Intermediate
11	Awareness Programme Share Market and Mutual Fund (APSM MF)	1/2	1	English	1000/-	Intermediate
12	Awareness Programme Insurance and Banking Services (APIBS)	1/2	1	English	1000/-	Intermediate

Note: For all the above mention programmes learner can answer the questions (Terminal Examination and Assignment) in both the languages i.e. Hindi / English

Faculty Members of the School of Management Studies

<p>Prof Omji Gupta M.Com, D,Phil 07525048004</p>	<p>Director</p>	
<p>Dr. Gyan Prakash Yadav MA, MBA, M.Com, D.Phil Email Add gyanprakashacte@gmail.com 07525048042</p>	<p>Assistant Professor</p>	
<p>Dr. Devesh Ranjan Tripathi MMS, PGDJMC, D.Phil 07525048048</p>	<p>Assistant Professor</p>	
<p>Dr. Gaurav Sankalp MBA, M.Com, D.Phil 07525048043</p>	<p>Assistant Professor (Contractual)</p>	
<p>Dr Amrendra Kumar Yadav M.Com, M.Ed.,Ph.D. 09532591705</p>	<p>Assistant Professor (Contractual)</p>	

PROGRAMME DETAILS FOR MBA

Credits	Semester	Course Code	Title of Course	Credit
Compulsory Core Course	First Semester	MBA-1.1	Principles Of Management	6
		MBA-1.2	Organizational Behavior	6
		MBA-1.3	Accounting For Managers	6
		MBA-1.4	Quantitative Techniques For Business Decisions	6
		MBA-1.5	Managerial Economics	6
		MBA-1.6	Management Information System	6
		Credits of First Semester		
Compulsory Core Course	Second Semester	MBA-2.1	Business Environment	6
		MBA-2.2	Production And Operations Management	6
		MBA-2.3	Human Resource Management	6
		MBA-2.4	Marketing Management	6
		MBA-2.5	Financial Management	6
		MBA-2.6	Research Methodology	6
		Credits of Second Semester		
Compulsory Core Course		MBA-3.1	Organizational Effectiveness & Change	6
		MBA-3.2	Project Management	6
		Select any One Optional Group		
Optional Group-HR		MBA-3.11	Human Resource Development	6
		MBA-3.12	Labour Relations & Legislation	6
		MBA-3.13	Wages & Salary Administration	6
		MBA-3.14	Strategies And Practices Of HRM	6
Optional Group-Finance		MBA-3.21	Financial Derivatives And Services	6
		MBA-3.22	Security Analysis And Portfolio Management	6
		MBA-3.23	Working Capital Management	6
		MBA-3.24	Income Tax Planning And Management	6
Optional Group-Production		MBA-3.31	Materials management	6
		MBA-3.32	Total quality management	6
		MBA-3.33	Logistic and supply chain management	6
		MBA-3.34	Production planning and control	6
Optional Group-Marketing	Third Semester	MBA-3.41	Advertising and brand management	6
		MBA-3.42	Consumer behavior	6
		MBA-3.43	International marketing	6
		MBA-3.44	Industrial & service marketing	6

Optional Group- IT		MBA-3.51	Computer fundamentals and its organization	6
		MBA-3.52	Web technology	6
		MBA-3.53	Software engineering management	6
		MBA-3.54	Data base management system	6
Credits of Third Semester				36
Compulsory Core Course	Fourth Semester			
		MBA-4.1	Entrepreneurship development	6
		MBA-4.2	Strategic management & business policy	6
		MBA-4.3	Operations research	6
		MBA-4.4	Business ethics and corporate governance	6
		MBA-4.5	Industrial Training and Report Submission	6
		MBA-4.6	Comprehensive Viva-voce	6
Credits of Fourth Semester				36
Total Credits				144

INFORMATION RELATED TO MBA PROGRAM:

- A.** The students have to complete a total of 24 papers of 144 credits including a project report work and one paper of foundation course (Non Credit) must be completed.
- B.** The duration of the MBA program is **Min. 2 years and Max. 4 years.**
- C. Re-registration :** Only for one year after 4 years maximum duration
- D.** The entire program has been divided into four semesters. For 1st, 2nd & 4th semester all papers are compulsory where as in the 3rd semester a student has to take any set of 4 elective papers together with two compulsory papers as mentioned in the above table
- E. Industrial Training Report:** In the 4th semester a student has to submit a report on any corporate/ industrial issue with following important considerations-
 - E 1.** The Report supervisor can be any MBA or equivalent qualified person from the industry or academia with sufficient experience in the respective field.
 - E 2. The Industrial Training Report must contain following contents.**
 - a. Company/ Organization/ Institution Profile
 - b. Objective of the Training
 - c. Research Methodology
 - d. Introduction about the research problem
 - e. Questionnaire
 - f. Analysis (using various statistical tools and diagrammatic representation etc.)
 - g. Findings & Conclusion
 - h. Recommendations
 - i. Bibliography
 - E 3.** The Industrial Training Report must contain a covering page mentioning the title of the study, university name & logo, Name and enrollment of the student & Name and organization of the supervisor with their respective signatures.
- F.** The evaluation of every paper shall be in two parts that is 30% internal marks through writing assignment papers at home, uploaded in university web site within a given time framework (Students will submit their semester assignments in prescribed copies to department (SOMS) at Prayagraj and 70% external marks through terminal examinations in examination centers nearby you, which is notified by university before the commencement of semester examination.

- G.** The candidate shall be awarded First Division on securing 60% marks or more, Second division on Securing 50% marks or more and failed on securing less than 50 % marks.
- H.** There shall be counseling sessions for each paper in each semester as notified by the study centers as per the university norms.

SCHOOL OF COMPUTER AND INFORMATION SCIENCES

The School of Computer and Information Science was established with a view of Computer Education and make skilled professional in Computer world. The school objective is to demonstrate that an open learning approach to computer education is not only feasible but probably preferable, to increase both accessibility and acceptability of UPRTOU Computer Education Programmes in a coordinated way, ensuring high quality education at a number of levels and to disseminate learning and knowledge through an innovative multiple media teaching learning system. Computer Education programmes developed by the School have succeeded in keeping a balance between courses catering to the development of fundamental concepts, understanding of the principles of computer sciences, and the skills required in response to the needs of the market. To achieve this objective the following programme are running in School of Computer and Information Science, U.P. Rajarshi Tandon Open University, Allahabad.

Mission and Vision

The mission of School of Computer & Information Science is to prepare and educate undergraduate and graduate students as well as become a regional leader in providing high quality education and research in the area of computer and information science. The school also focuses on the fundamental concepts of the computer science discipline, to create and distribute knowledge and technology, and to use expertise in computing to help society. As part of its mission the program brings the latest research findings into courses and actively involves faculty in the research.

Programmes offered by School of Computer & Information Science

Post Graduate Programme

Master in Computer Application (MCA)

Under Graduate Programme

Bachelor in Computer Application (BCA)

Post Graduate Diploma Programme

Post Graduate Diploma Programme in Computer Application (PGDCA)

Diploma Programme

Diploma in Web Technology (DWT)

Certificate Programme

Basic Certificate course in Computer (CCC)

Certificate Programme in Computer Animation (CCLA)

Faculty Members of the School of Computer & Information Science

<p>Prof. Ashutosh Gupta</p> <p>Ph.D. (CSE), M.E(CSE), AMIE</p> <p>M: 7525048002</p>	<p>Director (Incharge)</p>	
<p>Dr. Marisha</p> <p>Ph.D. (CS), M.Sc.(CS), B.Sc.(Hons.) (CS), UGC-JRF</p> <p>M: 7525048133</p>	<p>Asst. Professor, Computer Science</p> <p>(On extraordinary leave)</p>	
<p>Mr. Manoj Kumar Balwant</p> <p>M.Tech. (CS), B.Tech(IT), UGC-NET</p> <p>M: 7525048125</p>	<p>Asst. Professor, Computer Science</p>	
<p>Dr. Chandra Kant Singh</p> <p>Ph.D.(CS), M.Tech(SE)</p> <p>M: 7525048044</p>	<p>Asst. Professor, Computer Science</p>	

School of Computer & Information Science

Academic Programmes at a glance

Prog. Code	Name of the programme	Duration (in Years)		SLM provided (H/E)	Total fees	Minimum Qualification for Admission	Nature of Programme	Mode of Admission
		Min.	Max.					
703	Master of Computer Application (MCA)	3	6	E	17000/-	BCA/ Bachelor Degree in Computer Science Engineering with at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination OR B.Sc./B.Com./B.A./B.E./B.Tech/M.Sc.(except computer science) with or without Mathematics at 10+2 Level or at Graduation Level (obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination) with PGDCA diploma from UGC recognised University, A- Level from DOEACC.	Semester system	Through Entrance Test
105	Bachelor of Computer Application (BCA)	3	6	E	13000/-	10+2 or 3-years diploma of Board of Technical Education or equivalent or Two year ITI programme of any Trade after 10th Std..	Semester system	Direct Admission
501	Post Graduate Diploma. in Computer Application (PGDCA)	1	3	E	17000/-	Graduate (10+2+3) and Maths at 10+2 level or Six months Computer Course or possess DOEACC CCC certificate	Semester system	Direct Admission
1025	Diploma in Web Technology (DWT)	1	3	E	8200/-	10+2 or 3-years diploma of Board of Technical Education or equivalent or Two year ITI programme of any Trade after 10th Std.	Semester system	Direct Admission
505	Certificate in Computer Course (CCC)	1/2	2	E	5700/-	10+2 or 3-years diploma of Board of Technical Education or equivalent or Two year ITI programme of any Trade after 10th Std.	Semester system	Direct Admission
1056	Certificate Course in Linux Administration (CCLA)	1/2	2	E	5700/-	10+2 or 3-years diploma of Board of Technical Education or equivalent or Two year ITI programme of any Trade after 10th Std.	Semester system	Direct Admission

Master of Computer Application (MCA)

1. **Programme Name:** Master of Computer Application (MCA)
2. **Programme Duration (In Yrs):** Minimum: 3 maximum: 6
3. **Re-registration:** Only for one year after six years maximum duration
4. **Nature of programme:** Semester System
5. **Programme Fee per Year:** Rs 15200/-
6. **Assignment Work:** Essential
7. **Medium:** English
8. **Counselling Classes:** Maximum number of counseling classes will be conducted according to credit of the course as per the university norms.
9. **ADMISSION PROCESS:**
Eligibility for Admission: BCA/ Bachelor Degree in Computer Science Engineering with at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination

OR

B.Sc./B.Com./B.A./B.E./B.Tech/M.Sc.(except computer science) with or without Mathematics at 10+2 Level or at Graduation Level (obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination) **with** PGDCA diploma from UGC recognised University, A- Level from DOEACC.

Objective and Opportunities

- To prepare graduate students for productive careers in software industry and academics
- The programme's thrust is on giving the students a thorough and sound background in theoretical and application oriented courses relevant to the latest computer software development
- The programme emphasizes the application of software technology to solve mathematical, computing, communications / networking and commercial problems

Detailed Course Structure (w.e.f. 2020-21)

Semester	Course Code	Title of the Course	Max Marks	Credits
First	MCA-101	Computer Fundamental & Its Organization	100	4
	MCA-102	Discrete Mathematics	100	4
	MCA-103	C Programming	100	4
	MCA-104	Numerical Analysis	100	4
	MCA-105	Computer Organization	100	4
	MCA-106(P)	Practical Based on MCA -103 & 104	100	4
Credit of I semester			600	24
Second	MCA-107	Data Structures	100	4
	MCA-108	Organizational Behavior	100	4
	MCA-109	Software Engineering	100	4
	MCA-110	C++ and Object Oriented Programming	100	4
	MCA-111	Data Communication & Computer Network	100	4
	MCA-112(P)	Practical Based on MCA -107 & MCA-110	100	4
Credit of II semester			600	24
	MCA-113	Web Technology	100	4

Third	MCA-114	Operating System	100	4	
	MCA-115	Java Programming	100	4	
	MCA-116	Multimedia Technology	100	4	
	MCA-117	Microprocessor and Its Applications	100	4	
	MCA-118(P)	Practical Based on MCA -114 & MCA-115	100	4	
Credit of III semester			600	24	
Fourth	MCA-119	Database Management System	100	4	
	MCA-120	Theory of Computation	100	4	
	MCA-121	System Analysis and Design	100	4	
	MCA-122	Python Programming	100	4	
	MCA-123	Client Server Technology	100	4	
	MCA-124(P)	Practical Based on MCA -119	100	4	
Credit of IV semester			600	24	
Fifth	MCA-125	Design and Analysis of Algorithm	100	4	
	MCA-126	Computer Graphics	100	4	
	MCA-127	Soft Computing	100	4	
	MCA-128	Unix and Shell Programming	100	4	
	MCA-129(P)	Practical Based on MCA -125 & MCA-129	100	4	
	Discipline Centric Elective				
	MCA-EA OR MCA-EB	Information and Network Security OR Data Mining	100 OR 100	4 OR 4	
Credit of V semester			600	24	
Sixth	MCA-130	Project Work/Industrial Training*	400	16	
	MCA-131	Comprehensive Viva Voice	200	8	
Credit of VI semester			600	24	
Total Max Marks/ Credit			3600	144	

Note: * The learners are required to report at School of Computer & Information Science just after completion of Fourth (IV) semester for the approval of synopsis for Project Work/Industrial Training. After the due approval of synopsis in Fifth (V) semester, learner has to complete the Project Work/Industrial Training during sixth semester and submit the Project Work/Industrial training report directly to Director, School of Computer & Information Science.

1. Examination & Evaluation

For each subject there shall be one written Terminal Examination. The evaluation of every paper shall be in two parts that is 30% internal through assignments and 70% external through terminal exams.

(a) Theory Subjects **Max. Marks**

Terminal Examination 70

Assignment 30

The evaluation of every paper shall be in two parts that is 30% internal marks through writing assignment papers at home, uploaded in university web site within a given time framework (**Students will submit their semester assignments in prescribed copies to department (SoCIS) at Prayagraj** and 70% external marks through terminal examinations in examination centers nearby you, which is notified by university before the commencement of semester examination.

Total **100**

(b) Practical subjects: **Max. Marks**

Terminal Practical Examination 100

(c) Comprehensive Viva Voce **Max. Marks: 200**

Marks of Terminal Practical Examination shall be awarded as per following scheme:

i. Write up /theory work 30

ii. Viva-voice 30

iii. Execution/Performance/Demonstration 20

iv. Lab Record 20

2. Criteria for passing a program

The student shall be awarded First Division on securing 60% marks or more, Second division on Securing 48% marks or more, Third division on securing 36% marks or more and result is considered as Incomplete if securing less than 36% marks.

3. **Re-registration:** Only for one year just after 6 years of maximum duration is completed.

4. Project Work/Industrial Training:

4.1 **Examination & Evaluation:** The Project Work/industrial training must be treated as essential part of program and the external examination & evaluation must be done accordingly, preferably by panel consisting of approved examiners (one internal examiner & one external examiner). It is examined & evaluated in 400 marks.

External Examination & Evaluation **Max. Marks: 400**

4.2 **Guidelines for Project Work/Industrial Training:** Students are undergone for an Project Work/Industrial Training of at least 12 weeks.

4.2.1 The students are required to report at School of Computer & Information Science just after completion of Fourth (IV) semester for the approval of synopsis for Project Work/Industrial Training.

4.2.2 After the due approval of synopsis in Fifth (V) semester, students are required to prepare a synopsis that cover the complete description of the work carried out during the Project Work/ Industrial training. ***The format of synopsis includes but not limited to: feasibility study on the carried work, system design, appropriateness and its application to society.***

4.2.3 The student has to complete the Project Work/Industrial Training during sixth semester and **submit** the Project Work/Industrial training report directly to ***Director, School of Computer & Information Science.***

4.2.4 A fortnightly (every fifteen days) report on the Project Work/training shall be submitted by the students to the School of Computer & Information Science which is duly signed by him/her supervisor of the Project Work/training company/training Institute.

4.2.5 After successful completion of the Project Work/training and obtaining certificate, the report on work is examined and evaluated in VI Semester.

- 4.3 Qualification of Report Supervisor:** The report supervisor can be any M.Tech./MCA/M.Sc.(CS) or equivalent qualified person from the industry or academia with sufficient experience in the respective field.
- 4.4 Project Work/Industrial Training Report:** In the 6th semester, student has to submit a report on the work he/she carried out during the Project Work/Industrial Training before the due date as specified time to time.
- 4.5 Cover Page of Project Work/Industrial Training Report:** The Project Work/Industrial Training Report must contain a covering page mentioning the title of the study, University name & logo, Name and enrollment of the student & Name and organization of the supervisor with their signature.
- 4.6 The Project Work/Industrial Training Report must contain following contents:**
1. Cover Page
 2. Inner Pages
 - 2.1 Certificate by Company/Industry/Institute
 - 2.2 Declaration by student
 - 2.3 Acknowledgement
 3. About Company/Industry/Institute
 4. Table of Contents
 5. List of Tables
 6. List of Figures
 7. Abbreviations and Nomenclature (If any)
 8. Chapters (*Student can add more chapters as required*)
 - 8.1 Introduction to Project
 - 8.2 Tools & Technology Used
 - 8.3 Snapshots
 - 8.4 Results and Discussions
 - 8.5 Conclusions and Future Scope
 9. References
 10. Data Sheet(If any)
 11. Appendices (If any)

5. Comprehensive Viva Voce: The guidelines for Comprehensive Viva Voce are listed below:

Objective	The objective of comprehensive viva-voce is to assess the overall knowledge of the student in the relevant field of computer application acquired over 3 years of study in the postgraduate program .
Contents	The viva shall normally cover the subjects taught in all the semesters of MCA program.
Learning Outcomes	Viva will be conducted in sixth semester which will be covering the complete syllabus. This will test the student’s learning and understanding during the course of their MCA program. In doing so, the main objective of this course is to prepare the students to face interview both in the academic and the industrial sector.
Examination	Every student will be required to undergo comprehensive viva voce at the end of sixth semester of MCA Program. The duration of the viva will range from 10-15min. The external examination & evaluation must be done accordingly, preferably by panel consisting of approved examiners (one internal examiner & one external examiner).