COMMUNITY COLLEGE

PROSPECTUS
2020-21

ADMISSION INTO
PGDCA / DIT
Post Graduate Diploma in Computer Application
Diploma in Information Technology
Ragging is an Offence
Any student found indulging in ragging is liable to disciplinary action including expulsion from the University

PROF. L. PRABHAKAR
Coordinator
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Community College
The Community College model, by and large, will be accessible to a large number of individuals of the community, offer low cost and high quality education locally, that encompasses both vocational skills development as well as traditional coursework, thereby providing opportunities to the learners to move directly to the employment sector or move into the higher education sector. It offers a flexible and open education system which also caters to community-based lifelong learning needs. It has a synergistic relationship between the community, community college and the job market.

Why Community College?
Development in the technological environment and the environment within and outside the organisation have changed dramatically the technology in use today. The use and importance of information technology (IT) increases as changes are taking place very fast.

Every organisation, big or small, use information technology in one way or the other for smooth functioning. There is an increasing demand of information technology in the organization to compete and sustain in the existing environment. This increasing demand of information technology creates job opportunity. Organizations require manpower well equipped with the knowledge of information technology. Besides, people in the organisation need to grow in order to adapt to the changes in the ever-increasing technological environment. In the organization, there exists a big gap between the need for information technologist and the technology in use.

The question is – “How can this gap be filled?” This can be done either by recruiting new employee or upgrading the existing employee. In both cases job-oriented training has to be given. Every year thousands of students are graduating from high schools and colleges. Not all of them go to universities to pursue further studies. Many are heading towards the job market for employment. These talented youths, when they are well equipped with the technical knowledge of information technology would have greater opportunity in the job market. For example, when using computer for office automation one has to have basic knowledge of desktop publishing. This basic knowledge of desktop publishing, besides their knowledge in the concern subject, would be one of the added advantages.

Concerning the present status of the employable youths of Manipur, in XII standard, less than 10% of students have been opting Computer Science. At College level, besides few who opted IT (Information Technology) as their major subject, most of the graduates lack IT knowledge/skill. Thus, they lag behind in calling themselves a digital native among their digitized counterparts. Opening of such Job-Oriented courses like PGDCA and DIT is a step to eliminate such drawback and will be of immense benefits to the youths of Manipur.

Community College, Manipur University, with the existing infrastructure, contemplates to cater to the needs of the society by opening up a programme. This community college will be designed to impart skill and knowledge in information technology besides the basic knowledge of management. This would enable the youths to get employment and also create employment for others.
Career Opportunities

After completing DIT and PGDCA course, student will be able to find a decent job in the following places

- IT firms
- E-Commerce industries
- Consultancy agencies
- Educational Institutions
- And various other public and private sector

Students who enrolled for our course initially came with very limited background of IT. During the course, students learn about web development, programming, relational databases, basic of machine learning using Python, networking and SQL etc.

With our job-oriented course, students will be confident enough to choose different career options. One will be able to handle various roles in IT field such as software developer, IT specialist, database manager, project manager, solve technical problems and maintain company website, etc. Above this, enthusiast students can explore the path of self-employment such as freelance software developer, entrepreneur, web developer, etc.

Achievements

After completion of the course, students are able to develop practical skills and learn advanced concepts in IT field. Students have significantly improved their IT know-how and successfully placed in certain IT sectors. Some of them are mentioned below.

- **Chanchan Wahengbam - DIT 2014 Batch**
  News Reader/ Presenter, ISTV

- **Khaidem Puinapati – DIT 2014 Batch**
  Multi-Tasking Staff, MSPDCL

- **Haobam Monica - DIT 2015 Batch**
  IT Staff, Social Welfare Department

- **Elvina Oinam – DIT 2015 Batch**
  Accountant, Rural Engineering Department

- **G Bidyakeshwor Sharma - DIT 2015 Batch**
  IT Administrator, Iland Nissan & Planet Interio

- **Thongam Sarkar, PGDCA 2015 Batch**
  2nd Station-in-charge, Amazon Logistics (Inte), Imphal

- **Kanel Shambandrum - PGDCA 2015 Batch**
  TV Anchor, Impact TV, Imphal

- **W PUSHPARANI DEVI – PGDCA 2015 Batch**
  Teacher, Vision Territorial School of Sc, Thoubal

- **Ahanthem Sanker – PGDCA 2015 Batch**
  Multi-Tasking Staff – Mathematic Dept. MU

- **Rakesh Ningthouja – PGDCA 2016 Batch**
  Sales Officer, Nestle India Ltd. (Imphal)
Sophia Soibam – DIT 2015 Batch
Teacher, Trinity Public School

T Lejiya Chanu - DIT 2015 Batch
Assistant-In-charge, Ibemhal IAS Coaching Institute

Chingkheinganbi Maibam - DIT 2015 Batch
Assistant-In-charge, Ibemhal IAS Coaching Institute

Y Premkumar Singh – DIT 2016 Batch
Instructor, Seram Infotech & Shinlei Institute of Info Tech

Y Ashakanan Devi - PGDCA 2016 Batch
Librarian, Pravabati College Mayang Imphal

Th. Ayingbi – PGDCA 2016 Batch
Teacher - Smart Universal Academy, Sekmaiijn

R.K. Disila - PGDCA 2017 Batch
LDC, MSLSA, High Court of Manipur

Yumnam Sony – DIT 2015 Batch
Cabin Crew, Indigo

KiranKumar Saikia - PGDCA 2018 Batch
Librarian, Paradise Institute of Higher Studies

Y Premkumar Singh – DIT 2016 Batch
Instructor, Seram Infotech & Shinlei Institute of Info Tech

R.K. Disila - PGDCA 2017 Batch
LDC, MSLSA, High Court of Manipur

Y Premkumar Singh – DIT 2016 Batch
Instructor, Seram Infotech & Shinlei Institute of Info Tech

Huidrom Shitaranjan – PGDCA 2018 Batch
Jr Android Developer, UC Bar InfoTech Pvt. Ltd.

Faculty Profile

PROF. L. PRABHAKAR
(MCA, FDPM, PhD)
Coordinator, Community College, MU
Professor,
Manipur Institute of Management Studies,
Manipur University

DR. ROSHNI RAJKUMARI
(MTech, PhD)
Designation : Faculty
Specialization: Security in Cognitive Radio Networks,
Wireless Networks
DR. USHAM ROBINCHANDRA SINGH  
(BEd, MCA, MPhil, PhD)  
Designation : Faculty  

MANGANLEIMA MOIRANGTHEM  
(MCA)  
Designation : Faculty  
Specialization : Web Designing, Database Management System

NINGTHOUJAM IBEYAIMA DEVI  
(MA, PGDTE)  
Designation : Faculty  
Specialization : English (American Literature), English Language Teaching  
Course in Charge : Communication Skills
Facility Available

Computer Laboratory

Course Offered

1. DIT – One year Diploma in Information Technology
   - Duration: 1 year
   - Eligible for 10+2 passed out candidates
   - Intake – 60

2. PGDCA – One year Post Graduate Diploma in Computer Application
   - Duration: 1 year
   - Eligible for Graduate passed out candidates
   - Intake – 60

Objective of the Course
The objectives of the programme are:
   - To impart Computer Knowledge and Skills to the youths to enhance their employability
   - To cater to the needs of the society by creating job avenues.
POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

COURSE STRUCTURE

The PGDCA programme offered at Community College comprises of the following papers:

**Semester I**
- PGDCA 101: Computer Graphics & Multimedia
- PGDCA 102: Business System
- PGDCA 103: Computer Organization & System Software
- PGDCA 104: Programming in C
- PGDCA 105: System Analysis and Design
- PGDCA 106: Communication Skills - I
- PGDCA 107: Computer Practical

**Semester II**
- PGDCA 108: Data Communication & Network
- PGDCA 109: Programming with Visual Basic
- PGDCA 110: RDBMS Concepts Using SQL Server
- PGDCA 111: Object Oriented Programming Using C++
- PGDCA 112: Internet Programming Tools
- PGDCA 113: Communication Skills - II
- PGDCA 114: Project Work

**Eligibility for Admission**

Any candidate who passed three-year degree course in any discipline or any such other equivalent course of Manipur University or from any other University may be admitted to the PGDCA 1st Semester as a regular student.

**Rules & Regulation**

**Attendance**

1. Every student must secure at least 75% attendance in each paper, failing which he/she shall not be allowed to appear at the examination.
2. No relaxation in attendance for any reason, whatsoever, shall be granted.
3. No student shall be allowed to join simultaneously any other course whatsoever, in case it is done by any student and it comes to the notice of the College, his/her admission to the course will be cancelled.
Medium

English shall be the medium of instruction and that of examination including entrance test, group discussion and personal interviews.

Examination

1. There shall be one-year course of study comprising 2 semesters leading to the PGDCA.
2. Any candidate who passed three years degree course in any discipline or any such other equivalent course of Manipur University or from any other University may be admitted to the PGDCA 1st Semester as a regular student.
3. PGDCA shall consists of two parts: 1st Semester and 2nd Semester.
4. An examination for the Diploma shall be held at the end of each semester at such time as may be fixed by the University. The examination shall be in two parts: 1st Semester Examination & 2nd Semester Examination.

Mark Distribution

1. Each written paper will be of 100 marks, shall of four hours durations. For a regular candidate, each paper of 100 marks shall have an internal assessment of 25 marks and written paper 75 marks – to be answered in three hours.
2. Assessment of Practical Paper of 100 marks will be carried out on the basis – Practical (80%) and Viva Voce (20%).
3. The marks for internal assessment of 25 marks shall be submitted to the Controller of Examinations through the Principal of the Institute before the commencement of the examination.
4. The distribution of papers and marks in different subjects for PGDCA Semester Examination shall be in accordance with the syllabus as prescribed from time to time by the Academic Council.
5. There shall be tutorial/seminar classes for all the courses and each candidate must attend at least 75% of the tutorial/seminar classes held. A candidate failing to attend the prescribed minimum no. of tutorial/seminar classes shall not be allowed to appear at the respective examination at the end of course except on the special recommendation from the Principal of the Institute. The minimum no. of lectures to be delivered in the subject of PGDCA course including tutorial/seminar shall be 60 for each Semester. Each lecture shall be of at least 60 minutes duration.
6. A student who has prosecuted regular course of studies for not less than 6 months in 1st Semester classes may be admitted to the 2nd Semester Examination as a regular candidate, provided that he/she has attended at least 75% of the lectures delivered in each paper.
7. The last of submission of examination form for the 1st & 2nd Semester Examinations shall be fixed by the University. Every candidate for PGDCA 1st & 2nd Semester Examinations must submit his/her application in the prescribed form to the University within the date fixed for the purpose. The application must be forwarded by the Principal of the Institute. He/she shall certify:
a) the eligibility of the candidate in respect of attendance passing of internal assessment in each paper as per norms for appearing at the examination;
b) the good conduct of the candidate; and
c) the satisfactory progress of the candidate in studies during the course.
8. Pass marks for internal assessment shall be 10 out of 25 marks and for written paper shall be 20 out of 75 marks. Each candidate with internal assessment shall be required to pass the internal assessment and the written paper separately.
9. In order to pass the PGDCA under Semester system, a candidate must pass the PGDCA 1st & 2nd Semester Examination and he/she obtained at least 40% marks in the aggregate and at least 30% marks in each paper of the Semester Examination with at least 45% marks of the combined aggregate in the subjects for PGDCA 1st & 2nd Semester Examinations.
10. The result of the successful candidates in the PGDCA 1st & 2nd Semester Examination shall be announced in a single pass list without any class or distinction. The classification of the final results shall be declared on the combined assessment of all the Semester Examination.
11. The results of the successful candidates for PGDCA Examination shall be classified as indicated below:
   a) A candidate obtaining a minimum of 60% of the aggregate marks in all the semester examinations taken together shall be placed in the First Class.
   b) A candidate obtaining 45% or above but less than 60% of the aggregate marks in all the semester examination taken together shall be placed in the Second Class.

Rules for Admission to Unsuccessful and Absent Candidate:
 a) A candidate who fails to present himself/herself for the PGDCA Semester Examination shall neither be entitled to refund of the examination fee nor be carried over for subsequent examination.
 b) A candidate for the PGDCA Semester Examination must pass the 2nd Semester Examination within a period of one year from the date of passing the 1st Semester Examination.
 c) Notwithstanding anything contained above a candidate for the PGDCA must pass the 2nd Semester Examination within a period of 2 consecutive years from the date of admission to the PGDCA 1st Semester.
 d) The university shall decide the rules and regulations for improvement and back paper from time to time.
 e) There shall be no provision for private candidate under the Semester System.
DIPLOMA IN INFORMATION TECHNOLOGY (DIT)

COURSE STRUCTURE:

Semester I
- DIT101: Fundamentals of Computer and Network Systems
- DIT102: Operating Systems
- DIT103: PC Packages - I
- DIT104: Communication Skills - I
- DIT105: Computer Practical - I
- DIT106: Computer Practical - II

Semester II
- DIT201: Web Designing & Database Management Systems
- DIT202: Programming with C
- DIT203: Communication Skills - II
- DIT204: Computer Practical (MS Excel, MS Access, Adobe Photoshop) - I
- DIT205: Computer Practical (C Programming and Web Designing) - II
- DIT206: Project

Eligibility for Admission
10+2 from recognized Board/Council/Universities in any Discipline are eligible to apply to this course provided they have secured at least 45 percent (40% for SC/ST candidate) marks in aggregate.

Rules & Regulation

Attendance
1. Every student must secure at least 75% attendance in each paper, failing which he/she shall not be allowed to appear at the examination.
2. No relaxation in attendance for any reason, whatsoever, shall be granted.
3. No student shall be allowed to join simultaneously any other course whatsoever, in case it is done by any student and it comes to the notice of the College, his admission to the course will be cancelled.

Examination
1. The examination for each semester will consist of internal assessment (25 marks) and written examination (75 marks) in each paper if not specified otherwise for any specified paper. The internal assessment marks shall be based on factors such as:
   - Participation in seminars, case discussions, and group work activities
   - Class tests, quiz’s, individual and group oral presentations.
   - Submission of written assignments, term paper and viva voce
   - Classroom participation and attendance
2. The weightage given to each of these factors shall be decided and announced at the beginning of the semester by individual faculty member responsible for the paper.

3. The written examination of 3 hours duration carrying weightage of 75 marks shall be conducted for each paper at the end of each semester.

4. The minimum percentage of marks to pass the examination in each semester shall be 40% in each paper, 40% in each practical paper and 75% in project.

5. The examination schedule will be fixed and announced at least one month before the commencement of the examination by the Institute.

6. The Coordinator of the College shall be in-charge of the Semester examinations.

7. The Coordinator of the College shall certify.
   a) The eligibility of the student for appearing at the examination.
   b) The good conduct of the student.
   c) The fact that the student has attended not less than 75% of lectures in each paper separately during the semester in question.
   d) The fact that the student has secured minimum pass marks in internal assessment in each paper separately.

8. The minimum pass marks for each written paper as well as internal assessment examination shall be 30 marks out of 75 marks and 10 marks out of 25 marks respectively.

9. The Minimum pass marks for practical examinations will be 75 marks out of 150 marks.

10. No student shall be permitted to appear at the written examination unless he/she has secured at least 10 marks out of 25 marks in internal assessment in each paper during the semester in question. Such candidates who fail to appear or fail in the internal assessment test may be given a chance by the Coordinator subject to the submission of application by them to this effect and payment of a special fee of Rs. 200/- for each paper.

11. Project and Viva-Voce:
   a) The final semester students will have to submit the Project, written in English, in the area of Information technology completed under the supervision of any of the faculty of the Institute allotted by the Coordinator.
   b) The Project in quadruplicate shall be submitted not later than one month before the commencement of the final semester examination.
   c) The Coordinator shall arrange the evaluation of the Project and Viva voce. He will invite one expert preferably external as approved by the Vice Chancellor for the evaluation of the Project and the conduct of Viva Voce Examination. Normally, the Project evaluation and viva voce examination shall be conducted within a week after the completion of the semester end examination in question.

12. If a candidate fails in Final Semester examination other than the first semester, he/she has to seek for re-admission in the corresponding semester next year with prior approval of the Coordinator. Whereas, for a candidate who fails in the first semester, he/she has to apply afresh for pursuing the course.

13. The College shall arrange special examination for such candidates who have to clear the backlog of the papers at the end of the Second semester on receiving application for such examinations but for each such examination separate examination fee has to be paid along with the submission of separate application form. The amount of fee for all such special
examination shall be notified by the Coordinator calculated on actual estimated cost divided by the number of such candidates.

14. A candidate must pass all the semester examinations within two years of his admission to the first semester of the Diploma Course.

**Paper Setting and Evaluation of Answer Scripts**

1. **Pattern of Question Papers** – The question papers in each subject other than practical and project shall be divided into four parts i.e., A, B, C and D.
   - Part A will contain TEN objective type questions carrying ONE mark each.
   - Part B will contain FIVE very short answer questions carrying TWO marks each.
   - Part C with a total weightage of FIFTEEN marks shall have at least EIGHT questions of THREE marks each, out of which the candidate will be asked to answer FIVE questions.
   - Part D shall carry a weightage of FORTY marks and shall have FIVE questions of EIGHT marks each.

Thus, the written semester end examinations for DIT shall carry a total weightage of SEVENTY-FIVE marks in each paper.

2. The Coordinator shall forward a panel of paper setters and examiners to the Vice Chancellor at least two months before the commencement of the examinations.

3. The Coordinator shall appoint the paper-setters and examiners from the panel mentioned in above clause.

4. The Coordinator of the Community College shall pack and seal the answer scripts at the end of the examination day and necessary arrangement will be made for the evaluation of answer scripts by examiners as per schedule notified by the Coordinator.

5. The examiners shall be supplied with necessary copies of award rolls to be filed up neatly, cleanly and carefully.

6. The result will be finalized and declared within four weeks from the last day of the semester examination but before the start of the next semester classes, whichever is earlier after getting the approval of the Results Committee to be constituted by the Vice Chancellor.

7. The Results Committee shall consist of the following:
   - Coordinator of Community College.
   - Controller of Examinations of the University.
   - Chairman.

8. The Results Committee shall pass the results.

**How to Apply**

As per University norms.

**Enclosures**

As per University norms.

**Reservation**

As per University norms.
### Course Fees and Mode of Payment

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**Sl. No. 3 to 17 will be fixed as per University Norms.**

**Note**

1. The fees payable to the Community College shall be deposited in the account of Manipur University at the cash counter of the University in cash at the time of admission / beginning of the semester in one installment by the last date notified.
2. The fees for the semester / session concerned are to be paid in the beginning of the session.
3. Fee once paid shall not be refunded.
4. The students of 2nd semester shall have to pay the fees as shown in the Sl. No. 1 & 2 only.
Events/Activities

Community College Coordinator USA Tour

2 Days Digital Literacy Programme
Study Tour / Annual Picnic
Youth Festival / Sports Meet / Freshers’ Day / Teachers’ Day

For Communication

PROF. L. PRABHAKAR
Coordinator
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