PROSPECTUS

Post Graduate Diploma in Computer Application (PGDCA)

(Affiliated to Manipur University)

ICM

INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL

A Unit of National Council for Cooperative Training
[Ministry of Agriculture and Farmers' Welfare]
Government of India
Cooperative Complex,
Lamphelpat-Imphal West, Manipur (India)
Pin- 795004

CONTENTS

PROFILE OF THE INSTITUTE
VISION, VALUES AND GUIDING PRINCIPLES
FUNCTION
OBJECTIVES
FINANCE
CORE PROFESSIONAL PROGRAMMES/COURSE
HDCM
PGDCA
COMPUTER COURSES
OTHER PROGRAMMES
CLASS ROOMS
COMPUTER LAB
LIBRARY
HOSTEL
MEDICAL FACILITIES
HOW TO REACH THE INSTITUTE
ADDRESS FOR COMMUNICATION
POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)
SYLLABUS
FEES
CAPACITY
APPLICATION DETAILS AND PROCEDURE
GENERAL INSTRUCTION

Forward

Established in the year 1988 under the aegis of the National Council for Cooperative Training, New Delh. The Institute of Cooperative Management, Imphal delivers management education to the manpower of the states of Manipur, Nagaland and Mizoram. Equipped with adequate infrastructure, manned by competent faculty, the institute with a beautiful campus offers need – based training to the personnel of various cooperative organizations, non – government organizations, private enterprises and individuals.

The new phenomenon of development in global society environment, competent human resource, which is the supreme resource among all resources – physical, technology, money and men, needs to be developed.

In the changed paradigm and context of human resource development, professionalization becomes crucial concern. Among professional world, management and information technology based professions are highly called for in taking competitive advantage.

India is ushering in dynamics of professional competition. Various professional programmes on IT have been undertaken in the country. Better momentum on new job opportunities for professionally trained persons has been created.

With the vision of creating an environment of accessibility to given opportunities of talented youths in NE-Region through specific designing of need based professional programme, PGDCA is presented to the ignited minds of NE youths.

K. Joychandra Singh

PROFILE OF THE INSTITUTE

Established on 23rd February in the year 1988, the Institute of Cooperative Management (ICM), Imphal is one of the nineteen such institutes across India under the aegis of the National Council for Cooperative Training (NCCT), New Delhi, An autonomous society promoted by Ministry of Agriculture & Farmer's Welfare, Government of India.

VISION

To "build up a strong human base of the regional economy with a renewed knowledge on managerial science"

Values and guiding principles

To realise the expressed vision, the Institute of Cooperative Management, Imphal commits to the following values of Role Model as guiding principles:

a. Comprehensiveness, Competence and Clarity in Teaching (3Cs)
b. Free, Fearless and Fruitful Learning (3Fs)
c. Devotion, Determination and Discipline in Interaction (3Ds)

"Setting a new standard" is the guiding framework. Learning with steady determination is the hallmarks of the identity.

FUNCTIONS

ICM, Imphal is dedicated to three functional areas:

A. Education
B. Research
C. Consultancy

OBJECTIVES

The focal objective of the Institute is to develop human resource by conducting need – based training for the middle level manpower of the State Governments of Manipur, Mizoram and Nagaland, Cooperative Organizations, NGOs, Private Enterprises/Undertakings and Individuals for fitting themselves in the competitive business environment.

The specific objectives are:

A. To cater to the training needs of the personnel of Government Departments, Cooperative Organizations, NGOs, Private Enterprises and Individuals
B. To culture value based professional management in all sectors and dub-sectors including Cooperatives, Self Help Groups, Non-Government Organizations, Private Enterprises etc.
C. To conduct action research, problem research and policy based research from time to time for finding the management solutions to the State Government and NGOs/Cooperative Institutions/Private Enterprises.
D. To render management and project consultancy services to the user organizations/institutions

E. To take up socio-economic development projects in the context of sustainable development of the N.E Region and the Nation.

FINANCE

ICM, Imphal is solely funded by the Ministry of Agriculture & Farmers Welfare, Government of India through National Council for Cooperative Training, New Delhi.

CORE PROFESSIONAL PROGRAMME/COURSE

Major Courses

Sl No	Name of the Course	Duration	Eligibility	Affiliation
1	Higher Diploma in Cooperative Management (HDCM)	26 weeks	Graduate	Affiliation to NCCT, New Delhi
2	Post Graduate Diploma in Computer Application (PGDCA)	1 year	Graduate	Affiliation to Manipur University, Canchipur
3	Bachelor of Business Administration (BBA)	3 years	10+2 Passed	

A. Higher Diploma in Cooperative Management (HDCM)

The Higher Diploma in Cooperative Management (HDCM) has been continuing since the inception of the Institute in 1988. So far 32nd sessions of the HDCM programmes have been successfully conducted.

B. Computer Courses

The Institute is one of the premier institutes in the North-eastern India which has been conducting different computer courses sine the year 1992. The Institute conducts Hardware and Networking, 2 months Tally and 6 months Certificate Course in Computer Application (CCCA) Programme with the objective to enhance the working knowledge of personnel using MS-DOS, Windows and Linux Environment. This programme ensures effective interaction between participants and faculties with the latest trend of software like MS Office, Adobe Photoshop, Corel, PageMaker, C Programming, Macromedia Dreamweaver, MS Front page etc.

C. Other Programmes

The Institute offers various short term courses on credit and banking, marketing, handloom, handicrafts, dairy, fisheries, management, accounts and audit, cooperative laws, allied laws, agriculture and allied activities, project planning and management, innovative NGO management, skill development programmes, leadership, entrepreneurship development programme, communication & skill development etc.

CLASSROOMS

The classrooms of the Institute are well furnished with all modern teaching aids including LCD Projector, Computer, etc. The Institute had an Air conditioned Conference hall for 100 capacity inbuilt with LCD projector and Public Address System.

To make the training programmes useful and purposive for developing skills and attitudes, maximum opportunities are provided to the participants for effective participatory learning.

COMPUTER LAB

The Institute has a well-furnished Computer Lab with adequate number of PCs of latest technology to facilitate excellence in IT based training programmes. The PCs are equipped with various Operating Systems like - MS-DOS, Windows, LINUX etc. and various softwares and pagkages like Visual Studio, C/C++, MS-Office, Adobe Photoshop, Pagemaker, PHP, MYSQL, SQL Server, Oracle, Java, Tally ERP, etc.

LIBRARY

The Institute pay and increasing attention to Library and to-day it possesses over 16,000 books on various areas

1.	Total No. of Books	-	16,000
2.	Journals & Magazines	-	60
3.	News Paper	-	12
4.	Management Based Video Cassettes	-	200
5.	Number of books issued/ circulated per month	-	1300 (Approx)

HOSTEL

The Institute has hostel for about 100 persons, guest room's facilities with a well-arranged mess. Indoor games and recreational facilities are provided to the participants. There is separate hostel for boys and girls for BBA Programme.

MEDICAL FACILITIES

The Institute engages visiting Medical Officer and provides free consultation facility to the students and residents of the campus.

HOW TO REACH THE INSTITUTE

The city of Imphal can be reached by air/road. Daily air services are available from Kolkata, Delhi, Guwahati, Silchar, Dimapur and Aizwal, etc. and the nearest railway station is at Dimapur. One can reach Imphal from Dimapur by bus/winger. There are numerous tourist bus services available from Guwahati and Dimapur to Imphal. The Institute is 3 km away from the heart of Imphal city and 8 km from Airport.

ADDRESS FOR COMMUNICATION

INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL
(A Unit of National Council for Cooperative Training, New Delhi, An Autonomous Society promoted by Ministry of Agriculture and Farmers Welfare, Government of India)
Lamphelpat, Cooperative Complex, Imphal West, PIN – 795004, Manipur (India)
Tel : 0385 – 2414526/2415132
D. Mail : icmimphal@gmail.com/icmimphal2013@rediffmail.com
Website : www.icmimphal.org

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

The post graduate diploma offered by the Institute of Cooperative Management (ICM), Imphal under the Manipur University on successful completion of the course shall be known as Post Graduate Diploma in Computer Application (PGDCA). The duration of the degree course in Business Administration is 1 year spread over 2 semesters.

OBJECTIVE

The board objective of PGDCA Programme is to prepare students for careers in software industry and understanding the skills related to the use of computer and its application. The course is designed to impart adequate professional knowledge and computer skills so as to enable the candidates to take up careers in the field of Information Technology and to equip with latest knowledge, skills and expertise pertaining to the tasks and responsibilities of Information Technology.

TARGET GROUP

1. Government employees/Functionaries
2. Cooperative/NGO personnel
3. Personnel of private enterprises
4. Intended Individuals

ELIGIBILITY : Graduate in any discipline with minimum of 50 % marks

INTAKE CAPACITY : 45 (forty – five)

DURATION : One Year (2 semesters)

CLASS TIMING : Theory – 7.30 a.m to 10.30 a.m

Practical – 11.30 a.m to 01.00 p.m

MODE OF SELECTION : Interview

SYLLABUS

Semester – I		
Paper	**Name of the Subjects**	**Time (hr)**
101	**Computer Graphics & Multimedia**	**35**
102	**Business Systems**	**35**
103	**Computer Organization and System Software**	**35**
104	**Programming in C**	**35**
105	**System Analysis and Design**	**35**
106	**Communication Skill I**	**35**
107	**Practical**	**150**
Semester II		
108	**Data Communication and Networks**	**35**
109	**Programming in VB**	**35**
110	**RDBMS Concepts**	**35**
111	**Object Oriented Programming using C++**	**35**
112	**Internet Programming Tools**	**35**
113	**Communication Skill II**	**35**
114	**Practical**	**150**

FEE STRUCTURE

Sl No	Semester	Amounts (Rs)
1	PGDCA – 1 st Semester	22,850.00
2	PGDCA – 2nd Semester	13,650.00
	Total	**36,500.00**

PGDCA – 1st Semester

Sl No	Particulars	Amounts (Rs)
1	Institutional Fee	5,000.00
2	Admission Fee	3,000.00
3	Tuition Fee	8,000.00
4	Library	750.00
5	Examination & Stationary Fee	1,000.00
6	Identity Card Fee	100.00
7	Sport & Cultural Fee	400.00
8	Computer Fee	2,600.00
9	* Security Deposit	2,000.00
	Total	**22,850.00**

*** Refundable only those who have successfully completed the course, whereas the same will be forfeited in the case of incompletion**

PGDCA – 2nd Semester

Sl No	Particulars	Amounts (Rs)
1	Tuition Fee	8,000.00
2	Examination Fee	1,000.00
3	Library	750.00
4	Stationary Charge	400.00
5	Computer Fee	3,500.00
	Total	**13,650.00**

PROJECT

There will be project to be undertaken by the students in the 2nd semester. The project is to be submitted to the Institute of Cooperative Management, Imphal with documentation in due course of time before completion of his/her PGDCA course.

Salient features of the project are as follows: -

1. Will be individual effort only
2. Carries 100 marks
3. The Institute will arrange for an expert to conduct the viva voce

Guideline for the project

1. The project should be carried out, during the course, over the duration of 60 hrs every candidate should do a project individually and no grouping is allowed.
2. The project should be carried out under the guidance faculties/professionals identified by the Institute
3. The project report should be submitted covering the aspects specified in the PROJECT PROFILE
4. Reports in fulfillment of any other examination/context will be entertained.
5. The Institute of Cooperative Management, Imphal will arrange for viva voce of candidate relating to the project.

EXAMINATION

To be eligible to sit for the End Term Semester Examination, a student should fulfill the following conditions

1. Minimum attendance of 75% and
2. Securing 20 marks out of 25 internal marks

Students who fail to fulfill the above conditions will be detained for one year. Students should complete the concerned course within two academic years. A student can have minimum of 2 (two) subjects as back papers in the 1st Semester examination and will be allowed to admit in the 2nd semester for the course. Facility for reappearing for back subjects of First Semester Examination will be given in the First Semester Examination only during the next academic session.

MARK ALLOCATION
100 marks in each paper

DURATION OF EXAMINATION
Three hours both theory and practical

DISTRIBUTION OF MARKS

Distribution of Marks for Theory Papers

Internal Assessment						
Semester Test	Assignment	Seminar Participation	Class Participation	Total	Semester Exam	Total
10%	5%	5%	5%	25%	75%	100%

Distribution of Marks for Practical Paper – 1st Semester		
Practical	Viva Voce	Total
80	20	100
Distribution of Marks for Practical Paper – 2nd Semester		
Presentation	Evaluation of submitted DBPR	Total
40	60	100

Theory Papers (12 x 100) : 1200 Marks
Practical (2 x 100) : 200 Marks

Grand Total : 1400 Marks

APPLICATION DETAIL AND PROCEDURE

1. Application for admission is to be made in the prescribed form
2. E Prospectus (included application form) may be downloaded from institute website/Institute of Cooperative Management, Imphal Facebook Page.
3. Filled in application forms should be sent in Email: **icmimphalpgdca2021@gmail.com** or at the office of the Director of the Institute not later than the last date mentioned in the notification. Applications which are not duly filled in/or without the required attested certificates will be summarily rejected.
4. Applications should enclose self-attested copies of the following documents
   a. Copy of Graduation Mark sheets
   b. Copy of Aadhaar Card
   c. Proof of Age
   d. Copy of pass certificate of qualifying examination
   e. Copy of certificates in respect of reservation

Online Counselling

1. Any graduate recognized by Manipur University shall be eligible to apply for admission to this course provided he/she has secured at least 50% marks in aggregate. Candidates from SC/ST are eligible for a concession of 5% of the aggregate marks.
2. All eligible candidates will undergo a separate online counselling for PGDCA Course.

GENERAL INSTRUCTION

1. Candidates should produce their original certificates and sheet list at the time of interview/admission.
2. Candidate should appear for entrance/interview/admission at their own cost
3. If any candidate who is provisionally selected fails to report to the officer concerned on or before the specific date and time or if he/she fails to pay the fee indicated, his/her admission will stand cancelled.
4. The processing fee of Rs. 300/- will of payable to **DIRECTOR, ICM IMPHAL, LAMPHELPAT, Account No. 0652050011101, PUNJAB NATIONAL BANK, RIMS, LAMPHELPAT IFSC Code - PUNB0065220**
5. **Application form and documents should be sent to icmimphalpgdca2021@gmail.com**

INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL

2021 – 2022

APPLICATION FORM FOR ADMISSION

(Please refer the prospectus)

Paste your recent passport photography

1. Course applied for: **Post Graduate Diploma in Computer Application (PGDCA)**

2. Name (in block letters)

3. Father's Name (in block letters)

4. Guardian's Name (in block letters)

5. Address for correspondence

							Pin :						
WhatsApp Mobile No													
Email ID													

6. Permanent Address

							Pin :						
Mobile No													

7. Sex (tick only One) Male ☐ Female ☐

8. Date of Birth Day | | Month | | Year | | | | |

9. Category (Tick Only one) SC | | ST | | OBC | | P/H | | Other | |

10. Aadhaar Card No.

11. State of domicile

12. Processing Fee

Name of the Bank									
Transaction ID									
					Amount		**3**	**0**	**0**

13. Examination Passed

Board/Univ	Examination Passed	Year of Passing /Passed	Subjects	Percentage	Class /Div

I hereby declare that the above information is true to the best of my knowledge and belief. I also undertake that if I am selected I shall abide by the rules and regulations of ICM, Imphal as Conveyed from time to time which I may be expelled from the Institute.

Place: Signature of the Applicant
Date:

List of enclosures

1. Age Proof Certificate
2. Caste/Tribe/P.H Certificate (if applicable)
3. Qualifying certificates & mark sheets
4. Screenshot Copy of Processing fee payment

INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL

2021 – 2024

Admit Card for Counselling

1. Course applied for: **Post Graduate Diploma in Computer Application (PGDCA)**
2. Name (in block letters)

(in block letters as in the application form)

Signature

do not write anything blow this line
(Sl.No. 3 to 5 to be filled in by office)

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3. Roll No : .....
4. Venue of Entrance Test : .....
5. Date of Entrance Test : .....

(Director)

N.B. Application form and Xerox copies of documents mentioned should be sent to **icmimphalpgdca2021@gmail.com**

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