

PROGRAMME GUIDE

FOR

CIT STUDENTS

CERTIFICATE IN INFORMATION TECHNOLOGY

January - 2023



**SCHOOL OF COMPUTER AND INFORMATION SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
C-BLOCK NEW ACADEMIC COMPLEX
MAIDAN GARHI, NEW DELHI – 110 068**

<http://www.ignou.ac.in>

eProgramme Guide:

This is a Programme Guide of the CIT Programme offered by IGNOU for the January, 2023 admission cycle.

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Further information on the Indira Gandhi National Open University courses can be obtained from the University's Office at Maidan Garhi, New Delhi-110 068 or its Regional Centres spread across the length and breadth of the country.

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Message from the Programme Coordinator

Programme Objectives-In today's world, digital technology is becoming an integral part of our daily life, be it using smartphones, buying aeroplane tickets on-line using credit/debit cards, booking cabs through Apps, cash withdrawal from ATM machines, searching on-line, posting video on-line etc. Therefore, there is a need for everyone must be familiar with basic skills to use digital technology effectively. i.e., one should be digitally literate. The broad objective of the CIT (Certificate in Information Technology) Programme is to impart digital literacy skills covering four major topics: Computer hardware, software, multimedia and the internet.

Programme Duration, Passing Criteria and Attendance Requirements:

(A) Minimum Duration: 6 months, Maximum Duration: 2 years

(B) Passing Criteria : 40%. In order to successfully complete CIT, one has to secure 40% in each academic component separately: (i) Assignment (ii) Term End Theory examination and (iii) Term End Practical examination

(C) 70% compulsory attendance is required to attend term-end practical examination however attendance to theory session is not compulsory (D) Submission of assignments is required to appear for term end theory examinations.

Credit System and Structure: CIT is a certificate programme of 18 credits. The term credit defines the total workload to be taken by a distance learner. In terms of the number of hours, **one credit is equivalent to 30 hours of study time** which includes all academic activities: reading self-learning materials, listening to live interactive radio counseling and recorded audios, watching the live Gyan Darshan channel and recorded videos, attending counselling sessions at study centres (theory as well as practicals) and doing the assignments.

CIT programme consists of three theory courses and one practical Course: (i) CIT-001: Fundamentals of Computer Systems (4 credits)(ii) CIT-002: Introduction to Information Technology(4 credits) (iii) CIT-003: Web-based Technologies and Multimedia Application (4 credits) and a CITL-001: Laboratory course(6 credits)

Structure of the Programme Guide: Programme guide is a very useful document for students enrolled in ODL and On-line Mode. It provides all the relevant information pertaining to the CIT program . You need to refer to this document very frequently; hence you need to preserve it. It is organized in a number of sections related to basic information, instructional system, program structure and contents and schedules and guidelines for submission of assignments

Video Links: For all the theory courses (CIT-001, CIT-002, CIT-003), 40 videos for each Course are recorded, and the links are shared in this document. Please watch all the videos listed in this document in order to understand the Course in a better way.

CIT Course Material (Soft Copy) can be downloaded from the below link:

<https://egyankosh.ac.in/handle/123456789/612>

Wishing you all the best,

CIT Programme Coordinator

Email: cit@ignou.ac.in

1. BASIC INFORMATION

1.1 Introduction

The recent rapid availability of computers in a large range of configurations has thrown open the need for trained manpower in the areas. Many investigations and studies have indicated an alarming shortage of manpower in the 90s and beyond. This vacuum was filled up rapidly by the proliferation of a large number of computer training institutions. However, it was restricted to the four walls of the classroom and failed to quench the educational thirst of all. With a view to democratising education so that it covers large segments of the population, vocations and professions. IGNOU stepped in to play an active role in the development of appropriate manpower to relate to the national development plans.

This Programme aims to introduce the concept of Hardware, Software, Multimedia and Internet technologies. Also included is a laboratory course where the student gets hands-on experience.

1.2 Duration of the Programme

The minimum duration of the Programme is **six months**. However, a learner may be permitted to stretch it over a period of **two years**. To fulfil the requirements for acquiring the CIT, a student may clear all the courses in six months. If a student fails to clear all the courses in six months, the student will be permitted a maximum period of **two years** to clear the Programme.

The facilities for Theory Counselling and Practicals will, however, not automatically be extended. Theory and Practical sessions during an extended period are at the discretion of the University and subject to payment for the same.

1.3 Medium of Instruction

The medium of instruction that is followed is **English**.

1.4 Credit System

The University follows the 'Credit System' for its programmes. Each credit is of 30 hours of study and comprises all learning activities. Thus, a four-credit course involves 120 study hours. This helps the student to understand the academic effort one has to put in to successfully complete a course. Completion of the CIT programme requires successful clearing of the Assignments and Term-end Examination of each Course in the Programme.

1.5 Recognition

IGNOU is a Central University established by an Act of Indian 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 Circulars F-1/8/92(CPP) dated Feb.1992 and F1-52/ 2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B (449)/94/177115 dated January 14, 1994.

In recognition of the pre-eminence of IGNOU and its quality of education and degrees offered, IGNOU has been exempted from seeking approval from UGC for offering programmes in ODL and On-line MODE (as per UGC notification F.No.1-19/2020(DEB-I) dated March 25, 2021.

1.6 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. You are also advised to be in touch with the IGNOU website so that you are updated to the latest developments in CIT Programme.

1.7 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 the 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. There may be delays in the receipt of printed study materials by the students owing to different reasons. However, students are advised to download the course material that is available on the IGNOU website and start studying. They are also advised that they watch the video lectures uploaded to <http://www.youtube.com/ignou>.

1.8 eGyankosh

You may download the softcopy of your study material from eGyankosh. Weblink for BCA is: <http://egyankosh.ac.in/handle/123456789/404>

1.9 iGRAM

With the objective of putting in place a system for the quick resolution of student's problems, IGNOU has developed iGRAM. **For quick response and redressal, you may send your query/grievance on iGRAM at <http://igram.ignou.ac.in/>.**

2. Instructional System

The methodology of instruction in this University is different from that of 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 to 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 the study centre,
- ☞ face-to-face counselling at Study Centres by academic counsellors,
- ☞ reference library at the 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 Lectures on Gyan Darshan and Interactive Radio Counselling

The live lectures based on BCA courses of SOCIS are telecasted on GD (Gyan Darshan) channel. The live telecast can be seen on <http://www.ignouonline.ac.in/>. You can listen to radio counselling programs on <http://www.ignouonline.ac.in/>. Also schedule of GD (Gyan Darshan) lectures and Interactive Radio Counselling Program (IRC) can be seen on <http://www.ignouonline.ac.in/gyandarshan/>

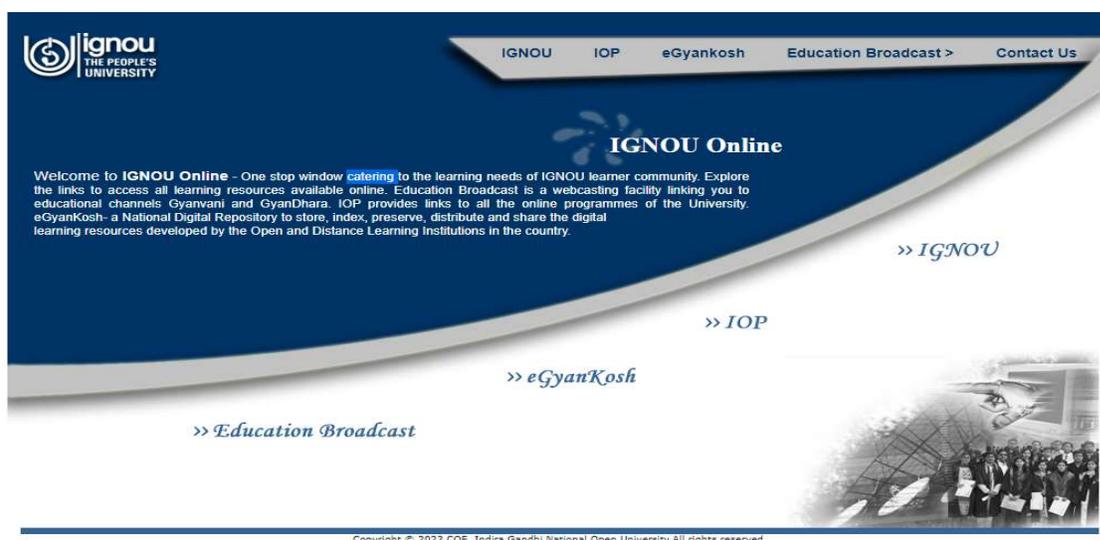


Figure 1: IGNOU On-line Web Page

Details of Availability on various platforms of Gyan Darshan Channel and Gyan Vani
Gyan Darshan Channel

| Sl.No. | DTH Platform | TV Channel No. |
|--------|----------------|----------------|
| 1. | Airtel DTH | 442 |
| 2. | TATA Sky DTH | 755 |
| 3. | Sun Direct DTH | 596 |
| 4. | Den DTH | 526 |
| 5. | In Digital | 464(Delhi) |
| 6. | Hathway DTH | 473 |
| 7. | Dish TV DTH | 991 |
| 8. | TACTV | 576 & 577 |

Telephone number of EMPC Video Studio-2 for interaction; during the live session: 011-29532844, 011-29532845, Toll-Free: 1800112346, Fax: 011-29536134

Gyan Vani Channel

| Sl.No. | DTH Platform | TV Channel No. |
|--------|--------------|----------------|
| 1. | DD Free Dish | 44 |

2.2 SWAYAM PRABHA-DTH Channel-19 (Professional and Vocational Education):

This channel is funded by MoE, Govt of India and Coordinated by IGNOU, New Delhi. This is an exclusive channel covering IGNOUs' Professional and Vocational Education Programmes. This channel broadcasts visually high-quality and graphically enriched video content of IGNOUs' Certificate/Diploma/PG Diploma/PG Certificate/Under Graduate/Post Graduate courses pertaining to Computer Science/Application, Management Studies, Vocational Education, Engineering & Technology, Law Extension and Development Studies, Social Work, Journalism and New Media Studies, Performing Arts and Health Sciences. The scope is very wide and covers courses from 10 Schools of IGNOU through this channel. Gradually, IGNOU is recording and pooling the videos on Channel-19 SWAYAM PRABHA homepage: <https://www.swayamprabha.gov.in/> Professional and Vocational Education (Channel-19):

https://www.swayamprabha.gov.in/index.php/program/current_he/19

Archive Video: https://www.swayamprabha.gov.in/index.php/program/archive_he/1

2.3 Counseling Sessions

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

2.3.1 Theory Counseling Sessions

In the Open and Distance Learning (ODL) system, face-to-face contact between learners and their tutors/counsellors is relatively less. The purpose of such a contract 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.

In the traditional model of distance education, student support is provided through Counselling sessions, and typically there are **19 theory sessions** and **18 practical sessions**. Each theory session is of 2-hour duration. Each practical session is 3 hours duration.

It is possible that apart from such structured questions in terms of the content of the specific blocks or units, a student may have questions of a very general nature, cutting across several concepts, which s/he could have raised in a normal lecture or counselling session.

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. They will try to help you to overcome the difficulties that you face while studying for the CIT programme. In these sessions, you must try to resolve your subject-based difficulties and any other related issues.

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.

| Course Code | Course Title | No. of Credits | No. of Theory/Practical Session |
|-------------|--|----------------|---------------------------------|
| CIT-001 | Fundamentals of Computer Systems | 4 | 7 |
| CIT-002 | Introduction to Information Technology | 4 | 6 |
| CIT-003 | Web based Technologies and Multimedia Applications | 4 | 6 |
| CITL-001 | Laboratory Course | 6 | 18 |

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.

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 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 **fulfil the 70% attendance requirements is required to re-appear in the practical classes in the next session in the next session by remitting 50% of the pro-rate Fee.** For fee details and the application form, please contact your Regional Centre. In case the student appears for the term-end practical examination in a course without fulfilling the minimum attendance requirements, then the result shall be withheld, and University reserves the right to cancel the result.
- iv) Student attendance will be recorded course-wise at the study centre.
- v) Strictly follow the guidelines given in the Lab manuals for the respective lab courses.
- vi) **Computer to Student ratio will be 1:2.**

| Practical Sessions | |
|--------------------------------------|-------------------------------|
| Total number of sessions : | 18 (Each of 3 hours duration) |
| MS-Windows : | 1 session |
| Linux : | 1 session |
| Programming in 'C' language : | 3 sessions |
| Microsoft Word : | 4 sessions |
| Microsoft Excel : | 3 sessions |
| Microsoft Power Point : | 1 session |
| Microsoft Access : | 2 sessions |
| Internet Programming : | 2 sessions |
| Web Page Design : | 1 session |

3. BROWSING IGNOU'S WEBSITE

IGNOU website is a dynamic source of latest information and will be undergoing continuous updates.

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 website (Figure 2). Students need to click on various options to get the related information.



Figure 2: IGNOU Website

Upon clicking on the Schools , option the page related to the links of various schools is displayed, and from there, you may go to the SOCIS page as shown in Figure 3. From this page, students can access the required information as described briefly in subsequent pages. School of Computer and Information Sciences (SOCIS) offers the Computer Programmes: PhD., PGDCA_NEW, MCA_NEW, BCA, CIT and CMAD, as shown in Figure 4.

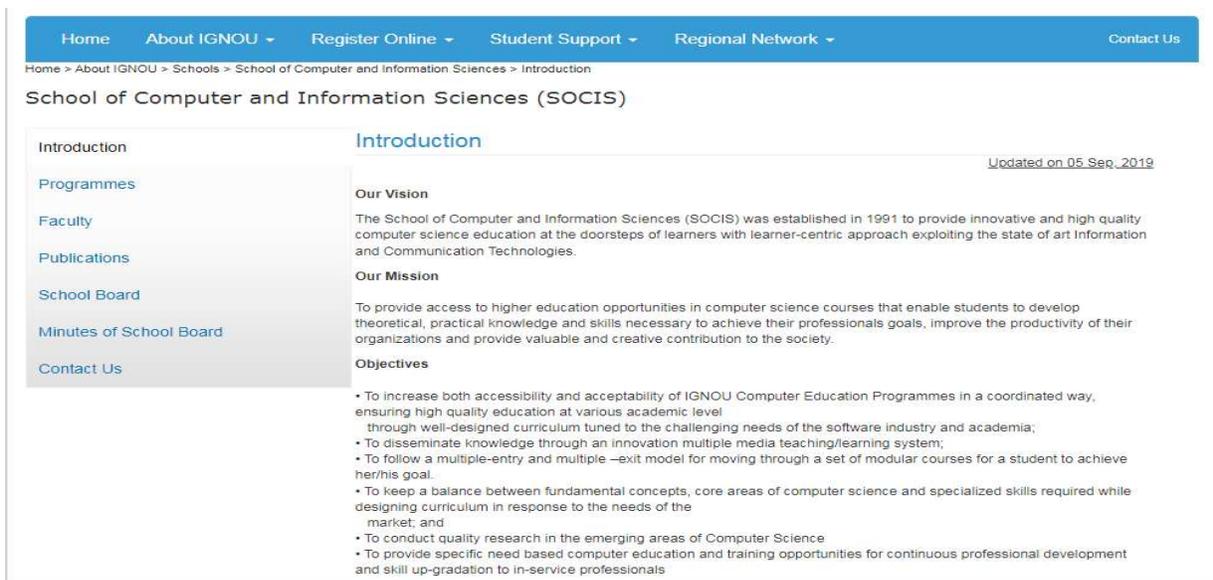


Figure 3: SOCIS Page on IGNOU Website

School of Computer and Information Sciences (SOCIS)

| | |
|---|--|
| Introduction | Programmes |
| Programmes | Distance Regular Online |
| Faculty | Master's Degree Master of Computer Applications (January 2021 admission cycle and Onward) (MCA_NEW) Master of Computer Applications (Jan 2005 to July 2020 admission cycle) (MCA) |
| Publications | Bachelor's Degree Bachelor of Computer Applications (BCA) |
| School Board | Certificate Certificate in Mobile Application Development (CMAD) Certificate in Information Technology (CIT) |
| Minutes of School Board | Post Graduate Diploma Programmes Post Graduate Diploma in Computer Applications (Last Admission Cycle July 2020) (PGDCA) Post Graduate Diploma in Computer Application (January 2021 Admission Cycle and Onwards) (PGDCA_NEW) |
| Contact Us | |

[Updated on 18 Jan, 2023](#)

Figure 4: SOCIS Programmes**3.2 Navigation of CITC Page**

School of Computer and Information Sciences provides Computer Education Programmes. As soon as the School of Computer and Information Sciences link is selected, a page introducing the school is displayed, as shown in Figure 5. The page CIT page of the School of Computer and Information Sciences looks like this:

School of Computer and Information Sciences (SOCIS)

| | | |
|---|---|---|
| Introduction | Programmes | Other Programmes |
| Programmes | | Distance Regular Online |
| Faculty | Certificate in Information Technology (CIT) | Master's Degree Master of Computer Applications (January 2021 admission cycle and Onward) (MCA_NEW) |
| Publications | Minimum Duration: 6 Months Maximum Duration: 2 Years Course Fee: Rs. 6,000 Minimum Age: No bar Maximum Age: No bar | Master of Computer Applications (Jan 2005 to July 2020 admission cycle) (MCA) |
| School Board | Eligibility: 10th Standard OR SSC OR IGNOU'S BPP or Microsoft's DLC or equivalent | Bachelor's Degree Bachelor of Computer Applications (BCA) |
| Minutes of School Board | Programme overview Courses Related Information Programme Guide | Certificate Certificate in Mobile Application Development (CMAD) |
| Contact Us | This programme aims to introduce the concepts of Hardware, Software, Multimedia and Internet technologies. Also, included is a laboratory course where the student gets hands on experience. | Certificate in Information |
| | The main objectives of CIT are to: Introduce the basics of Computer hardware and software concepts <ul style="list-style-type: none">• Develop algorithms and flowcharts for problem solving• Introduce programming concepts• Introduce various aspects of Computer communication | |

Figure 5: CIT Page

You may download the Assignments from following Web Link:

<https://webservices.ignou.ac.in/assignments/Certificate.htm>

4. PROGRAMME OBJECTIVES, STRUCTURE AND CONTENTS

4.1 Objectives

This Programme aims to introduce the concepts of Hardware, Software, Multimedia and Internet technologies. Also included is a laboratory course where the student gets hands-on experience.

The main objectives of CIT are to:

- Develop algorithms and flowcharts for problem-solving
- Introduce various aspects of Computer communication and Networking
- Discuss the role of IT in various fields, such as Business, Governance, Education and Medicine
- Introduce the concept of an Information System
- Discuss the latest trends in IT, including legal and ethical issues
- Discuss the basic principles of the Internet and Multimedia
- Search for information on the Internet
- Experiment with MS-Windows , Linux and databases
- Develop and execute programs using C language
- Create Web Pages and discuss issues related to their design

4.2 Programme and Course Structure

The Programme for the ‘Certificate in Information Technology’ consists of four courses. The code for this Programme is CIT, and the courses are identified as CIT-001, CIT-002, CIT-003, and CITL-001. The following is the programme structure:

4.3 Syllabus

The following is the course structure of CIT. It also indicates the number of theory counselling sessions for CIT-001, CIT-002, CIT-003 and the number of practical counselling sessions for CITL-001. Each theory counselling session is of 2 hours duration and each practical counselling session is of 3 hours duration.

4.4 Course Details

CIT-001: Fundamentals of Computer Systems (4 Credits)

This Course mainly deals with the technology part of Computer. The basic Computer terminologies, namely, Hardware, Software and Communication, are discussed in this Course.

The Course also deals with the development of logic for problem-solving and elementary programming concepts. After studying this Course, the students would be able to understand the basics of Computer Hardware and Software, develop flowcharts and algorithms for problem-solving, understand the concept of Programming, understand various aspects of communication, understand the concept of Networking, have exposure to Software security concerns and Software vulnerabilities.

Block-1 Hardware and Software: An Introduction (1 theory counselling session)

- Unit-1: Introduction to PC
- Unit-2: Storage Organisation
- Unit-3: Input Output Devices
- Unit-4: Software

- Unit-5: Introduction to Database Management Systems
- Block-2 Problem Solving Techniques (2 theory counselling sessions)**

- Unit-1: Algorithm and Flow Chart
- Unit-2: Problems Solving Using C Programming Language

Block-3 Networking and Communication (2 theory counselling sessions)

- Unit-1: Fundamentals of Data Communication
- Unit-2: Introduction to Communication Media and Communication Devices
- Unit-3: Computer Networks

Block-4 Information Security (2 theory counselling sessions)

- Unit-1: Information Security Concerns
- Unit-2: Software Vulnerabilities
- Unit-3: Networks Security and Authentication

CIT-002: Introduction to Information Technology (4 Credits)

The basic objective of this Course is to make the student aware that we are living in an information age. The Course begins with the basics of Information Technology and touches various aspects of Information Systems. In this Course, Information is dealt in a qualitative manner and some recent trends in the area are discussed. After studying this Course, the students will be able to understand the meaning and attributes of information, understand the social, legal, ethical aspects of Information Technology, understand the role of IT in various fields like; business, governance, education & medicine and understand the latest trends in IT.

Block-1 Elements of Information Technology (2 theory counselling sessions)

- Unit-1: Attributes of Information Technology
- Unit-2: ICT and Digital Divide
- Unit-3: Cyberspace and Cybercrimes

Block-2 IT in Action (1 theory counselling session)

- Unit-1: E-Commerce
- Unit-2: E-Governance
- Unit-3: Educational System
- Unit-4: Medical Systems

Block-3 Information Systems (2 theory counselling sessions)

- Unit-1: Development of Information Systems
- Unit-2: Management Information System
- Unit-3: IT Projects in India

Block-4 State of the Art Practices in Information Technology(1 theory counselling Session)

- Unit-1: Fundamentals of Embedded Systems
- Unit-2: Advanced Methods of Communication with a Computer
- Unit-3: Computer Vision

CIT-003: Web based Technologies and Multimedia Applications (4 Credits)

The basic objective of this Course is to make the student aware about the concept of Internet. It deals with the working and technical aspects of Internet. It discusses the functioning of web browsers. After studying this Course, the students would be able to understand the basic principles of Internet, search for information on the Internet, learn various applications of Internet, design web pages and know the meaning and applications of Multimedia.

Block-1 Internet Concepts (2 theory counselling sessions)

- Unit-1: Internet: An Overview
- Unit-2: Concepts of Web Browsers
- Unit-3: Internet Search

- Unit-4: What we can do using Internet?

Block-2 Web Page Design (2 theory counselling sessions)

- Unit-1: Introduction to HTML
- Unit-2: Tools for Web Page Designing
- Unit-3: Designing of Frames and Forms

Block-3 Introduction to Multimedia (2 theory counselling sessions)

- Unit-1: An Overview of Multimedia
- Unit-2: Applications of Multimedia
- Unit-3: Multimedia Authoring Tools

CITL-001: Laboratory Course (6 Credits)

The basic objective of this Course is to develop the skills so that the student can use the Computer in day to day applications. It covers the aspects of loading the Operating System as well as writing small 'C' programs. After studying this Course, the learners would be able to install Windows & Linux, develop and run basic 'C' programs, do word processing, develop presentations, work with databases, create small programs using HTML and design web pages.

Block-1 Lab Manual-01

- Unit-1: Install your Operating System (Windows/Linux) **(2 practical counselling sessions)**
- Unit-2: Writing a Programme in 'C' **(3 practical counselling sessions)**
- Unit-3: Word Processing **(4 practical counselling sessions)**
- Unit-4: Spreadsheets **(3 practical counselling sessions)**

Block-2: Lab Manual-02

- Unit-1: Presentation Tools **(1 practical counselling session)**
- Unit-2: Databases **(2 practical counselling sessions)**
- Unit-3: Internet and its Applications **(1 practical counselling session)**
- Unit-4: Web Page Design **(1 practical counselling session)**
- Unit-5: Java Programming Lab **(1 practical counselling session)**

Note: For the CIT-001, CIT-002 and CIT-003, the links to all the videos are given in Section – 11.

5. EVALUATION METHODOLOGY

The evaluation methodology for CIT programme consists of (i) Assignment and (ii) Term End Examination. A student of CIT needs to secure at least 40% marks in assignments and term-end examinations **separately in a course to be declared successful** in that particular Course. This requirement is applicable to all the courses of CIT.

5.1 Evaluation Pattern for Theory & Practical Examination CIT-001, CIT-002 and CIT-003 Courses

Assignment : Max. Marks 25 (Only one assignment for each Course)

Term End Examination: Max. Marks 50 (Weightage:

75%)Duration of Term End Examination: 2 hours

The pattern of Term End Examination:

- 10 Objective Type Questions (10 X 1 mark)
- 2 Short Answer Type Questions (2 X 5 marks)
- 3 out of 4 Questions (3 X 10 marks)

• **Evaluation Pattern for CITL-001 Course**

Assignment: Max. Marks 25

“A student needs to attend at least 12 out of 18 practical counselling sessions (each session is of 3 hours duration) to become eligible to appear for Term End Practical Examination in CITL-001. Attendance is not compulsory for Theory Counselling sessions.”

Term End Practical Examination: Max Marks 50 (Weightage : 75%)

Duration : 3 hours

The pattern of Term End Practical Examination: 2 Questions in which the first question will cover the areas under Lab Manual-1, and the second question will cover areas under Lab Manual-2.

In order to be able to appear for Term End Examination (Theory and Practical), it is required that the student submit all assignments according to the prescribed schedule.

All students are required to give an undertaking to this effect, and should it be later found that they had in fact not submitted the assignments as prescribed, the results of the Term End Examination (Theory and Practical) may be withheld/cancelled.

Depending on the percentage of marks secured by a candidate who has passed, the divisions will be awarded as follows:

| | | |
|---------------------------------|-------------------------------|---|
| First Division with Distinction | 75% and above | A |
| First Division | 60% or more but less than 75% | B |
| Second Division | 50% or more but less than 60% | C |
| Third Division | 40% or more but less than 50% | D |

The University has adopted a letter grading system on a five-point scale for reporting the student's performance in a programme. The letter grades and their qualitative levels are as under:

| <i>Letter Grade</i> | <i>Qualitative Level</i> | <i>Point Grade</i> | <i>% of Raw Marks</i> |
|----------------------------|---------------------------------|---------------------------|------------------------------|
| A | Excellent | 5 | 75% and above |
| B | Very Good | 4 | 60% but less than 75% |
| C | Good | 3 | 50% but less than 60% |
| D | Satisfactory | 2 | 40% but less than 50% |
| E | Unsatisfactory | 1 | Below 40% |

5.2 Assignments

The main objective of assignments is to keep students spending time studying the course material and other materials such as reference books, related websites etc. Hence, students are advised not to copy the answers for the assignments from the course materials.

You may download assignments from IGNOU Website:

<https://webservices.ignou.ac.in/assignments/Certificate.htm>

5.2.1 Instructions for Assignments

While answering Assignments, the following guidelines are required to be followed:

- **Tips for assignments**

The word limits for answering most of the questions are mentioned with them if no word limit is prescribed, and then assume it to be minimum of about 300 words. You will find it useful to keep the following points in mind:

- **Planning:** Read the assignment carefully. Go through the units on which they are based. Make some points regarding each question and rearrange these in logical order.
- **Organisation:** Be a little more selective and analytical before drawing up a rough outline of your answer. In an essay-type question, give adequate attention to your introduction and conclusion. The introduction must offer a brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question. Make sure that your answer:
 - is logical and coherent;
 - has a clear connection between sentences and paragraphs;
 - is written correctly, giving adequate consideration to your expression, style and presentation;
 - use of figure/ diagram to enhance your answer wherever required;
 - does not exceed the number of words indicated (if any) in your questions.
- **Presentation:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underlining the points you want to emphasize.

- The following format is to be followed for the submission of the assignment:

The top of the first page of your response sheet for each assignment should look like this:

| | |
|--------------------------------|------------------|
| PROGRAMME TITLE:..... | ENROLMENT No. : |
| COURSE CODE:..... | NAME :..... |
| COURSE TITLE:..... | ADDRESS:..... |
| ASSIGNMENT CODE :..... | SIGNATURE :..... |
| STUDY CENTRE:..... | DATE :..... |

- Read the instructions for submission of assignments given here. The assignment response sheets should be handwritten. However, the s/w coding, snapshots, test cases,

etc. can be in printed form. **Students should not reproduce their answers from the units sent to them by the University. If they reproduce from the units, they will get poormarks for the respective question.**

- The students should write each assignment separately. All the assignments should not be written in continuity.
- **The students should write the question number with each answer. Photocopy of the submitted assignment is to be retained by the student for his or her own record and future reference, if any.**
- The students should use only A4 size paper for their response and tag all the pages carefully. Avoid using very thin paper. They should allow a 4-cm. margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margins at appropriate places.
- **The students should not copy the assignments from others. If copying is noticed, the assignments of such students will be rejected, and disciplinary action will be taken against the students as per the rules of the University.**
- **The completed assignment response should not be sent to any other department or the School at Headquarters** for evaluation. After submitting the assignment at the Study Centre in person, the students should get the acknowledgement from the Coordinator on the prescribed assignment-cum-acknowledgement card; otherwise, the assignment response should be sent under certificate of posting through the post. The students should get back evaluated assignments from their Study Centres within one month of their submission for feedback and for their future guidance.
- In case the student has requested a change of **Study Centre**. S/he should submit her/his assignments only to the original Study Centre until the University effects the change of Study Centre.

5.2.2 Guidelines for Submission of Assignments

- Visit your Regional Center website for the latest update about Assignment Submission.
- It is compulsory for the students to submit all the prescribed assignments. They will not be allowed to appear for the term-end examination of a course if they do not submit the specified number of assignments in time for that Course.
- The assignment responses should be complete in all respects. Before submission, the students should ensure that they have answered all the questions in all assignments. Incomplete answer sheets bring poor grades.
- The Coordinator of the Study Centre has the right to reject the assignments received after the due date. Therefore, the students are advised to submit their assignments before the due date.
- In case of submitting assignments through the post, Students should enclose a self-addressed stamped assignment remittance-cum-acknowledgement card with each assignment response to ensure the delivery of assignments before the last dates prescribed for submission of assignments.
- In case any student fails to submit the assignments or fails to score minimum qualifying marks, s/he has to wait for fresh assignments meant for the current batch of the student, which may be downloaded from the IGNOU website.

- For their own record, students should retain a photocopy of all the assignment responses, which they submit to the Coordinator of their Study Centre. If they do not get back their duly evaluated assignment within a month after submission, they should try to get it from their Study Centre personally. This may help them to improve upon future assignments.
- **As per the University norms, once the student's scores pass marks in an assignment, they cannot re-submit it for improvement of marks.**
- Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by the students in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that s/he forwards the correct score to the concerned RC or to the Student Evaluation Division at Headquarters.
- The students should not enclose or express doubts for clarification, if any, along with the assignments. They should send their doubts in a separate cover to the Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110 068. While doing so they should give their complete Enrolment number, name, address, programme code.
- In case of not successfully completed or missed, the assignments should be submitted only, if your registration for that Course is valid.
- Please do not submit your assignment responses twice, either at the same Study Centre or at different Study Centres for evaluation.

| |
|---|
| <p>Note : Please submit your Assignments on or before the due date at your study centre.</p> |
|---|

5.3 General Guidelines Regarding the Term-End Examination (It is also available at IGNOU website)

- The examination form can be submitted on-line only. The fees and the guidelines are given below:
- To be eligible to appear the Term-end Examination in any course, the students are required to fulfill the following conditions:
 - They should have paid the Fee due for that Course, if any.
 - They should have opted and pursued the prescribed Course.
 - They should have submitted the examination form through on-line with credit/debit/net banking requisite fees.
 - They should have submitted the required number of assignments within due dates before taking the examination.
 - Their registration for the Programme should be valid.
- The University conducts term-end examinations twice a year, in June and December. The student can take the examination only after the minimum period prescribed for the Course of study has elapsed.
- Examination schedule indicating the date and time of examination for each Course is sent to all the Regional Centres/ Study Centres in advance. The same is also notified from time to time and displayed on the Website of IGNOU www.ignou.ac.in.
- **Dates for the Submission of On-line Term End Examination form**

Please see the updated details at: www.ignou.ac.in

- **Examination fee and Mode of Payment**

| Examination Fee | Payment Mode |
|--|--|
| Rs 200/- per Course (For the latest update visit IGNOU website) | On-line mode through Credit Card / Debit Card /Net Banking |

In case, examination fee needs to be returned to the student due to technical reasons, the Fee will be refunded to the same account (Credit card/ Debit card/ Net Banking) from which the payment was made.

Students are advised that they must ensure they are exercising adequate caution and care while filling the form and opting mode of payment.

Un-successful Submission of Exam Form

Step 1: Payment deducted through Credit Card / Debit Card /Net Banking, however the student is not able to get acknowledgement successfully. The student is required to approach the bank to take the charge back.

Step 2: Re-submit the Examination Form on or before the last date of submission of exam form is over. (Step1).

Step 3: Students can apply separately after the publication of Hall Ticket on IGNOU website for the refund of Examination Fee, if not refunded automatically by the Payment Gateway within 72 hours to email ID : termendexam@ignou.ac.in.

Related to Refund excess Examination Fee

- a. Students who fill Exam Form on-line through Cyber Café or from other Agency, must ensure receipt of the Examination Fee and that their Fee is reached IGNOU through SEARCH Option at IGNOU website
- b. The result shall be withheld/cancelled for the students who have taken back the examination fee through charge back process from the concerned bank and appeared in the examination illegally.
- c. The excess/unsuccessful fee amount will be adjusted/refunded as the case may be, to the account from which the payment was made after due verification of records of the concerned Bank.

Hall Ticket for Term End Examination

- Hall Ticket **for the eligible students** will be uploaded on the University Website (www.ignou.ac.in) approximately 7 to 8 days before the commencement of the Term-end examinations. Please take print out of Hall Ticket from University website (www.ignou.ac.in) and report at the Examination Centre along with the Identity Card issued by the Regional Centre/University.
- Students will be allowed to appear in Term-end Examination for the Course (s) for which registration is valid and not time-barred and assignment(s) is/are submitted.
- Students must carry IGNOU Identity-Card in the Examination Hall for writing examination. In case, students do not have IGNOU Identity card due to various reasons, they must get it issued (i.e. duplicate copy of IGNOU Identity card) from Regional Centre concerned well before the start of the examination. Students are required to contact the RC in person (by post) and get the duplicate Identity card for attending examination.
- Examination Fee once paid will not be refunded.

Contact Details

In case of non-receipt of Control number or any query pertaining to Examination form please contact or send email at: termendexam@ignou.ac.in

Please visit IGNOU website for updated information related to Term End Examination

Guidelines and instructions for submission of on-line examination form at IGNOU website

- Students are required to pay examination **fee for each Course**, if the student is appearing for the first time or failed earlier examinations for theory as well as practical. Payment can be made through Credit Card, & Net banking through on-line mode. Please choose the suitable option for payment. For details of Fee, please refer to examination form.
- The examination form must submitted through on-line mode at IGNOU website www.ignou.ac.in
- Select and enter Programme code and Examination Centre Code from the options available. If the centre opted by the student is not activated as examination centre or not allotted for any other reason, alternative examination centre will be allotted.
- Select courses carefully. Courses for theory as well as practical needs to be selected separately from the drop down menu.
- You have to submit on-line form and make payment through Credit Card & Net banking. Please note the auto generated control No. for further reference.

Date of Submission of Examination Forms & Fees

- The Examination fees per Course and the dates are prone to change. Please check <http://www.ignou.ac.in> for latest dates & schedule at IGNOU website.
- Please see the instructions under headline Instructions for submission of Examination forms.
- Students should carry their **Identity Card and intimation slip** (download hall ticket from IGNOU website indicating Centre & Date of Examination) to the Examination Centre.
- In case a student fails to receive the Hall ticket, may please contact to SED at email ID : termendexam@ignou.ac.in
- The students will be entitled to appear for the examination only at the examination centre allotted to them and **NOT** at any other centre without specific permission from the University. **The Examination Centre once allotted shall not be changed.**
- Although all efforts will be made to declare the results in time, there will be no binding on the University to declare the results of the last examination before the commencement of next examination. The students may, therefore, fill up the examination form without necessarily waiting for the result. In case the student gets result after filling up the exam form, s/he should not re-appear in the Course qualified by her/ him with a view to improve the qualified score.
- The students can get their Term-end Examination result reevaluated. They should apply in prescribed form. A prescribed fee for reevaluation is charged per Course. This amount is refunded if there is a mistake in checking of answer-book.

- Duplicate Grade Card/marks sheet will be issued on a request from the students in prescribed form against payment of prescribed charge/fee by Demand Draft drawn on IGNOU, New Delhi.
- Students who fail to complete the minimum required number of Course (s) prescribed for the Programme within the allotted period of study shall cease to be on the rolls of this University for that Programme till they re-enroll themselves, if they wish to do so. For completing re-registration students are advised to get in touch with the Regional Director concerned.

5.4 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for Photocopy of Answer Scripts on payment of prescribed Fee per Course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the Evaluation Centre concerned in the prescribed format along with the prescribed Fee - per Course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the request for Photocopy. Format is available on the IGNOU website: www.ignou.ac.in

5.5 Early Declaration of Results

In order to facilitate the students who have got offer of admission and or selected for employment etc and are required to produce marks-sheet/grade card by a specified given date may apply for early process of their answer-scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a prescribed fee per Course through Bank Draft drawn in favour of IGNOU along with the attested photocopy of the offer of admission/employment offer.

The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer-scripts and declare the results as a special case.

5.6 Re-evaluation of Answer-script(s)

The University has replaced the scheme of rechecking with the re-evaluation where by the answer-scripts will be re-evaluated by another Evaluator in case the students are not satisfied with the marks/grades secured by them in Term-end Examination. Such students can apply for re-evaluation within one month from the date declaration i.e. the date on which the results are made available on the University Website on payment of prescribed Fee per Course in the prescribed application form available on the University Website. The better of the two courses or original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the students' record as applicable and the revised grade card/marks sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practical, Assignments and Seminars etc.

5.7 Improvement of Division/Class

Keeping the interest of students who have completed their Bachelors Degree and Masters Degree Programmes, but falling short of 2% marks for securing 1st Division/2nd Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers

and the students may apply for improvement of their performance on the prescribed application format along with prescribed Fee per Course through a Bank Draft drawn in favour of IGNOU payable at Delhi and submit the application and Fee to the Registrar, SRE Division, IGNOU, Maidan Garhi, New Delhi.

The improvement is not permitted to those students who have completed their maximum duration of the Programme. The students will be given only one opportunity to improve the marks/grades and they can apply for improvement a maximum of 25% of the credits for successful completion of the respective Programme. However, the sealing for the number of courses in which the student can improve is five courses. The better of the two examinations i.e., marks already awarded and the marks secured in the improvement examination will be considered.

6. OTHER USEFUL INFORMATION

6.1 Reservation of Seats

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Physically Handicapped, OBC (Non-Creamy Layer), and Economically Weaker Sections students as per the Government of India rules.

6.2 Scholarships and Reimbursement of Fee

Reserved Categories, viz., Scheduled Castes, Scheduled Tribes and Physically Handicapped students etc. have to pay the Fee at the time of admission to the University along with other students. Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships.

They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them **through the Regional Director of IGNOU concerned.**

Similarly, SC/ST students have to submit their scholarship forms to the respective State

Directorate of Social Welfare or Office of the Social Welfare Officer, through the Regional Director of IGNOU concerned for suitable reimbursement.

6.3 Change/Correction of Address

There is a performa for change / correction of address available in this programme guide. This form duly filled in is to be submitted to the **Regional Director concerned.** Students are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to redirect the mail to the changed address during this period.

6.4 Change of Regional Centre and Study Centre

Counselling facilities are not available for all the programmes at all the study centres. As such, students are advised to make sure that counselling facilities are available, for the subject they have chosen, at the new centre opted for. Request for change of Study Centre is acceded to subject to availability of seats for the Programme at the new centre asked for only on compelling grounds.

Students are required to get an NOC from the Regional Center where they are willing to get themselves transferred in view of the practical sessions involved in CIT.

When a student wants transfer from one region to another, s/he has to write to that effect to the Regional Centre from where s/he is seeking a transfer marking copies to the Regional Centre where s/he would like to be transferred to and also to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110 068. Further, s/he has to obtain a certificate from the Coordinator of the Study Centre from where s/he is seeking transfer from, regarding the number of assignments submitted.

The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SRD) and the student. The transfer will be permitted only if seats are available at the new Study Centre.

6.5 Procurement of Official Transcripts

The University provides the facility of obtaining official transcripts on request, made by the learners on plain paper addressed to the Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi-110068. A prescribed fee is charged for this purpose.

6.6 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case the same has been lost/misplaced/damaged, by making a request in prescribed format along with prescribed Fee in the form of DD drawn in favour of IGNOU payable at New Delhi. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in. The request may be made to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068

6.7 Study Materials for Your Programme of Study

- After confirmation of admission, study materials are dispatched to the student's registered address by speed/ registered post.
- Keep checking status of dispatch of study materials on the IGNOU website using the weblink, www.ignou.ac.in/ignou/aboutignou/division/mpdd/material, provided by the MPDD.
- If you received Study Material then visit Learner Support Centre (LSC) concerned with ID card for schedule of classes/lab.
- If you not received Study Material then visit Regional Centre concerned only or write to mpdd@ignou.ac.in

6.8 Disputes on Admission and other University Matters

In case of any dispute, the place of jurisdiction for filing of a suit/plaint/petition will be only at New Delhi / Delhi.

Term End Examination Form and other forms can be downloaded from <http://www.ignou.ac.in>

7. SOME USEFUL ADDRESSES

Telephone numbers of the Divisions/Schools are provided on the Website under the“ ContactUs” option.

Students are advised to be in touch with their Study Centres for advance / timely / day-to-day information or visit the Website with URL www.ignou.ac.in

For your information, the following officers deal with different educational aspects:

| | |
|---|---|
| (i) Student Registration Related issues | Registrar, SRD, Indira Gandhi National Open University, Maidan Garhi, New Delhi -110068, 011-29532741 (SRD), 1302/1316 (SRD), Email: registrarsrd@ignou.ac.in |
| (ii) Exam Centres, Results, Re-checking of answer-scripts, Discrepancies in Result, marks update, etc. | Registrar, SED, Indira Gandhi National Open University, Maidan Garhi, New Delhi -110068, Phone No: 011-29535828/2482 (SED), 011-29572204/2205 (Email: registrarsed@ignou.ac.in) |
| (iii) Admission, Fees, Scholarship, Change of Address/Learner Support Centre/Regional Centre, Change of Course/Programme, Issue of Bonafide Certificate, Migration Certificate, Duplicate Identity Card | Regional Director of the Regional Centre concerned. |
| (iv) Academic Matters | MCAOL Programme Coordinator SOCIS, C-Block, New Academic Complex IGNOU, Maidan Garhi, New Delhi - 110 068 Phone: 011-29572902 Email: mcaolsocis@ignou.ac.in |
| (v) Issue of Degree/ Diploma/ Certificate, Dispatch of returned Degrees, Verification of Degree | Dy. Registrar (Exam-1) Examination – 1, Indira Gandhi National Open University, Maidan Garhi New Delhi - 110068, Phone No. 011-29535438 011-29572224 Email: exam1@ignou.ac.in |
| (vi) Issue of Provisional Certificates and Grade Cards | Dy Registrar (Exam-3) Phone No: 011-29536743; Intercom No. 2210/2212 |
| (vii) Declaration of pending results of TEE, Incorporation of practical marks, Verification of provisional certificate and grade card, Issue of transcripts | Dy. Registrar (Exam-3) Phone No: 011-29536103/6743 011-29572210/2212 |
| (viii) Non incorporation of assignment marks | Assistant Registrar (Assignment) Intercom No. 1319/1325 E-mail: assignments@ignou.ac.in |
| (ix) On-line students grievances Portal | http://igram.ignou.ac.in/ |

| | |
|---------------------------------|---|
| (x) Students' General Enquiries | Student Support Centre, Indira Gandhi National Open University, Maidan Garhi New Delhi -110068, Phone: 011-29535714, 29572512, 29572514, 29533869 and 29533870, Email: ssc@ignou.ac.in |
|---------------------------------|---|

Telephone numbers of the Divisions/ Schools are also provided on the Website under the “Contact Us” option. Students are advised to be in touch with their Regional Centre/Study Centre for advance/timely/day-to-day information or visit the Website with URL www.ignou.ac.in.

8. LINK TO OLD QUESTION PAPERS

For your reference, old question papers for first two semesters are given below. If you want to download the previous year's question papers, download them from the option “For Students” then select “download” and select the “question papers” on the home page of University's Website with the URL www.ignou.ac.in.

The following is the process of downloading the question papers from IGNOU website:

Visit the IGNOU website at URL: <http://www.ignou.ac.in> and select the Download Button on IGNOU web site. On this Download Page select Question Papers link. The following page will be displayed (please note that URL of this page is: <https://webservices.ignou.ac.in/Pre-Question/>)



Previous Year Question Papers



Term End Examination Question Papers

| | |
|--|--|
| June 2010 December 2010 | June 2011 December 2011 |
| June 2012 December 2012 | June 2013 December 2013 |
| June 2014 December 2014 | June 2015 December 2015 |
| June 2016 December 2016 | June 2017 December 2017 |
| June 2018 December 2018 | June 2019 December 2019 |
| June 2020 December 2020 | June 2021 December 2021 |
| June 2022 | |

[Entrance Examination Test Question Papers](#)

Select the year of Question paper, this will display School wise list of Question papers, as the list is large you may use find on page option of your browser to find CIT old question papers.

9. LINK TO FORMS AND ENCLOSURES

In this section, we are enclosing the IGNOU website links to various forms, which are useful for you. Whenever you have to correspond with the University, please download the form from the Website and fill it carefully and send as per instructions therein. The detailed instructions for all these-forms are provided in form itself. Some of these links may change, in those cases please use search option to find the desired link.

Note: You must Download the Forms from the Website

- (1) Link to Latest Assignment(s)
<https://webservices.ignou.ac.in/assignments/>
- (2) Link to on-line Term End Examination form
<https://exam.ignou.ac.in/>
- (3) Link to Offline Term end Examination form
<http://www.ignou.ac.in/userfiles/TEE%20FORM.pdf>
- (4) Link to form for Early Declaration of Result
<http://www.ignou.ac.in/userfiles/APPLICATION%20FORM%20FOR%20EARLY%20DECLARATION%20OF%20RESULT%20OF%20TERM-END%20EXAMINATION.pdf>
- (5) Link to Application Form for Obtaining Photocopy of the AnswerScript
<http://www.ignou.ac.in/userfiles/Application%20Form%20for%20obtaining%20photocopy%20of%20the%20answer%20script.pdf>
- (6) Link to form for Re-evaluation of Answer script
<http://www.ignou.ac.in/userfiles/Application%20form%20for%20Reevaluation%20of%20Answer%20Scripts.pdf>
- (7) Link to Application form for Improvement of Division/Class
<http://www.ignou.ac.in/userfiles/Improvement%20form.pdf>
- (8) Link to form for Duplicate Grade Card/Mark-sheet
<http://www.ignou.ac.in/userfiles/Duplicate%20mark%20sheet%20form.pdf>
- (9) Link to form for Issue of Official Transcript
<http://www.ignou.ac.in/userfiles/Official%20Transcript%20form.pdf>
- (10) Link to form for Issue of Migration Certificate
<http://ignou.ac.in/userfiles/Migration%20Certificate.pdf>
- (13) Link to CIT Course Material
<https://egyankosh.ac.in/handle/123456789/612>



एन-विद्यान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

Speed Post

F.No.1-19/2020 (DEB-I)

March 25, 2021

To
The Vice Chancellor
Indira Gandhi National Open University
Maidan Garhi
Delhi-110068

Sub: Exemption from applicability of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 to Indira Gandhi National Open University, New Delhi

Ref: 1. F. No. 1-8/2019 (DEB-I) dated 9th August, 2019
2. F. No. 2-5/2019 (OL) dated 17th March, 2020

Respected Sir,

UGC has notified University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 on 04.09.2020 in the Gazette of India.

In continuation to previous Commission orders under reference (1) and (2), it is informed that the Commission in its 550th meeting held on 18th February, 2021 has decided as under:

"....to exempt the Indira Gandhi National Open University (IGNOU), New Delhi, a university established under the IGNOU Act, 1985 (50 of 1985), from the application of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, with effect from the date of Gazette Notification of the said Regulations i.e. 4th September, 2020, academic session 2020-2021 and onwards till further orders...."

Yours faithfully,

(Rajnish Jain)
Secretary

QR Code of Some of the Useful Web Links



eGyankosh On-line Re-Registration Form
(for On-line Course Material)



iGRAM
(IGNOU Grievance Control Room)

To Watch Live Telecast/
To listen live Broadcast

Note: The above QR Codes can be scanned and open through and QR Code Scanner Application/App.

10. List of Videos and their Links for CIT-001, CIT-002 & CIT-003

For all the theory courses(CIT-001, CIT-002, CIT-003), 40 videos for each Course are recorded and the links are shared in this section. Please watch all the videos listed over here in order to understand the Course in a better way. By clicking on the links given below, you can directly watch the respective video.

10.1 Video Links for CIT-001 Fundamentals of Computer Systems

| SNo | VIDEO TITLE | YOUTUBE LINK |
|-----|---|---|
| 1 | Introduction to Course CIT-001 and Study Plan | https://youtu.be/QGAsLreyRbM |
| 2 | Introduction to Computer System | https://www.youtube.com/watch?v=qGhrli5oa_4 |
| 3 | Central Processing Unit(CPU) | https://www.youtube.com/watch?v=M44zAE-SReQ |
| 4 | Introduction to Memory and IO Devices | https://www.youtube.com/watch?v=2OD2XQh56Yk |
| 5 | Memory Organization | https://www.youtube.com/watch?v=lb_t7xEk0r3A |
| 6 | Main Memory of a PC | https://www.youtube.com/watch?v=M1XLolB51Jo |
| 7 | Secondary Memory and its Uses | https://www.youtube.com/watch?v=R_LvxpmAGNzI |
| 8 | Introduction to Input/Output | https://www.youtube.com/watch?v=w_x2SjU5Tf3U |
| 9 | Input Devices | https://www.youtube.com/watch?v=1k-Csoq2aZ4 |
| 10 | Output devices | https://www.youtube.com/watch?v=05oITUGEvkQ |
| 11 | Introduction to software | https://www.youtube.com/watch?v=JL9WRLGYoBE |
| 12 | Introduction to Operating System | https://www.youtube.com/watch?v=EsN16PXcLU_s |
| 13 | Application Software | https://www.youtube.com/watch?v=NN9hSDi76VU |
| 14 | Entity Relationship Diagram | https://www.youtube.com/watch?v=cIP6_XwkRE |
| 15 | Introduction to Database Management System | https://www.youtube.com/watch?v=ax3QXU3QceY |
| 16 | Types of DBMS | https://www.youtube.com/watch?v=YJImeklXNt8 |
| 17 | Algorithms and Flowchart | https://www.youtube.com/watch?v=UD7O8WoxVgU |
| 18 | Examples of Algorithm & Flow Chart | https://www.youtube.com/watch?v=UD7O8WoxVgU&t=17s |
| 19 | Introduction to Problem Solving | https://www.youtube.com/watch?v=JL9WRLGYoBE&t=6s |
| 20 | Examples of C-Program | https://www.youtube.com/watch?v=1yMujGDxVrc |
| 21 | Statements and Arrays in C | https://www.youtube.com/watch?v=mXUVXZCpzQ0 |
| 22 | Writing a C Program | https://www.youtube.com/watch?v=JJ1KY9HtSqQ |
| 23 | Software Vulnerability and Viruses | https://www.youtube.com/watch?v=ayvaR3YP24g |

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| 24 | Fundamentals of Data Communications-1 (Introduction, Data and Signal) | https://www.youtube.com/watch?v=vMT524hXewc |
| 25 | Fundamentals of Data Communications-2 (Physical Connection, Data Transmission Modes) | https://www.youtube.com/watch?v=mEOUqillwzw |
| 26 | Fundamentals of Data Communications-3 (Modem, Speed of Data Transmission , Modes of Data Transmission) | https://www.youtube.com/watch?v=aF_zi6iXWS0 |
| 27 | Network Devices | https://www.youtube.com/watch?v=OwvEMzY07cw |
| 28 | Communication Media | https://www.youtube.com/watch?v=OpG6EQ3IGsQ |
| 29 | Modes of Wireless Transmission | https://www.youtube.com/watch?v=QVhFtG1F7cc |
| 30 | Network Architecture and Topologies | https://www.youtube.com/watch?v=lcUHLE5vyyA |
| 31 | Classification of Networks | https://www.youtube.com/watch?v=UxoEcgSIJk4 |
| 32 | Internet and Reference Models | https://www.youtube.com/watch?v=2mCiZDWzM88 |
| 33 | Information Security and Threats | https://www.youtube.com/watch?v=SNYmXQD3Zbw |
| 34 | Security Threats and Measures | https://www.youtube.com/watch?v=kBNfB-8donY |
| 35 | Encryption and Security Policies | https://www.youtube.com/watch?v=3zusv5v6oMg |
| 36 | Software Vulnerabilities | https://www.youtube.com/watch?v=FxgUdZTTmmc |
| 37 | Antivirus S/W Worm and Trojan Horses | https://www.youtube.com/watch?v=d-6LsPrDiOs |
| 38 | Introduction to Network Security | https://www.youtube.com/watch?v=GO CFRsxM0p0 |
| 39 | Security Issues for Small and Medium Size Businesses 2 | https://www.youtube.com/watch?v=aDkPd2ULvJs |
| 40 | Security Tools & Overview of Security Topics | https://www.youtube.com/watch?v=6lGAZehKbY |

10.2 Video Links for CIT-002 Introduction to Information Technology

| SNo | VIDEO TITLE | YOUTUBE LINK |
|-----|---|---|
| 1 | An Introduction to CIT 002 | https://youtu.be/Xudr5KFu52I |
| 2 | Data, Information, Knowledge and Wisdom | https://youtu.be/sWamkGQKpLM |
| 3 | Types and Attributes of Information | https://youtu.be/jQ_aXM_H1ws |
| 4 | Information Storage | https://youtu.be/3mAdL7QbcI0 |
| 5 | Information Effectiveness Parameters | https://youtu.be/6XKO1Av83ak |
| 6 | Information System | https://youtu.be/BtdsfPahx1A |
| 7 | ICT and its importance | https://youtu.be/VX4zhzUk1bA |
| 8 | The Digital Divide | https://youtu.be/g4w85F12S0Q |
| 9 | Cyberspace | https://youtu.be/kdtfwU3Yg5Y |
| 10 | Cybercrimes | https://youtu.be/ZiYILvimgWc |
| 11 | Information Technology in Action | https://youtu.be/Jruj3loDenw |
| 12 | Curtain raiser to E-commerce | https://youtu.be/ZdkvGdLcdqg |
| 13 | Electronic Banking | https://youtu.be/D8wA97CEdb8 |
| 14 | E-Payment Systems | https://youtu.be/0rMVbJZHUPg |
| 15 | E-Governance | https://youtu.be/5KzLYf888V0 |

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| 16 | E-Governance in Digital India Era | https://youtu.be/Cm_AfPd_8E |
| 17 | E- Learning and its Benefits | https://youtu.be/T1xR3_sRo1c |
| 18 | On-line Learning Sessions | https://youtu.be/d-Pd_V8BYmg |
| 19 | ICT in Medicines (Part - 1) | https://youtu.be/lAmAgU2bsDM |
| 20 | ICT in Medicines (Part – 2) | https://youtu.be/g6Ole9rbXXI |
| 21 | Introduction to Information Systems | https://youtu.be/ninOstdOmAs |
| 22 | Software Development of Information Systems | https://youtu.be/yXt4jNJJFmQ |
| 23 | Tools and Technologies for Development of Information Systems | https://youtu.be/3qQrissorSVM |
| 24 | Maintenance and Updating of Information Systems | https://youtu.be/Cg8WLYTXwdI |
| 25 | Introduction to Management Information Systems | https://youtu.be/MzjW9Z8hxjE |
| 26 | Types of Information Systems | https://youtu.be/mYCZr9eURjc |
| 27 | Components of Management Information | https://youtu.be/h8dxOmkSw7o |
| 28 | Introduction to IT Projects in India | https://youtu.be/cXCHw0KCTEk |
| 29 | NICNET and ERNET | https://youtu.be/u2P6_HryLIE |
| 30 | Broadband and SWAN Projects | https://youtu.be/UZI89oT9ZQs |
| 31 | Introduction to Embedded Systems | https://youtu.be/uGZ_0WXPdBo |
| 32 | Embedded Operating System and Requirement Specifications of Embedded Systems | https://youtu.be/4szPd-XwQ58 |
| 33 | Programming Languages for Developing Embedded Systems and Applications | https://youtu.be/GGzsttbFyVo |
| 34 | Introduction to Human Computer Interface | https://youtu.be/m3ZfnCWfECg |
| 35 | HCI Development and its Applications | https://youtu.be/22ySHN-csCg |
| 36 | Future Advancements in HCI | https://youtu.be/9Kbnu1rZpII |
| 37 | Introduction to Computer Vision | https://youtu.be/9VUi6j-NVJ0 |
| 38 | Applications of Computer Vision (Part – I) | https://youtu.be/OhJZ5g6mlrg |
| 39 | Applications of Computer Vision (Part – II) | https://youtu.be/P7SYCkoniMo |
| 40 | Issues and Challenges in Computer Vision | https://youtu.be/1LEMREI6LCC |

10.3 Video Links for CIT-003 Web based Technologies and Multimedia Applications

| SNo | VIDEO TITLE | YOUTUBE LINK |
|-----|---|---|
| 1 | Introduction to Internet | https://youtu.be/jDN2dAWB3zY |
| 2 | Components of Internet | https://youtu.be/PH8gi5GUwt8 |
| 3 | Internet Addressing | https://youtu.be/JnriMdzKZnc |
| 4 | Connecting to Internet | https://youtu.be/WaeHzjVQZjg |
| 5 | Introduction to Client / Server Computing | https://youtu.be/UAVsqw_XE7E |
| 6 | Web Servers | https://youtu.be/zWxUumSs0js |
| 7 | Structure of Internet | https://youtu.be/3rHcJNP4r2M |
| 8 | Web Browsers | https://youtu.be/k52Mvq9eDBk |
| 9 | Principles of Internet Search Engines | https://youtu.be/OkAG5C3rEB4 |
| 10 | Search Patterns | https://youtu.be/AI0DA4HXN2Y |
| 11 | Search Engines (case study-1) | https://youtu.be/sgerbU79eHA |
| 12 | Search Engines (case study-2) | https://youtu.be/6l9QVutWvIo |
| 13 | Using E-Mail | https://youtu.be/Y-foXm8vLgg |
| 14 | Using Messenger | https://youtu.be/vo1rKytx4Y4 |
| 15 | New possibilities due to Internet | https://youtu.be/x7NY6ayTOjo |
| 16 | Some more applications of Internet | https://youtu.be/jbjAZ-5o_vQ |
| 17 | Basics of HTML | https://youtu.be/_g6lc7ZpHhY |
| 18 | Working with HTML text | https://youtu.be/ujq2dkEbLUM |
| 19 | Elements of HTML | https://youtu.be/o6tyD-uZuFA |

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| 20 | Advanced features of HTML | https://youtu.be/swdPNVhHt_A |
| 21 | Tools for Web Page Design | https://youtu.be/3dXKJIG0Tws |
| 22 | Introduction to Microsoft Expression Web | https://youtu.be/pVuFn8718-Q |
| 23 | Partitioning a Web Page | https://youtu.be/pFPnnHqWpGc |
| 24 | Latest technologies for Website Development | https://youtu.be/RRXCnurR8Y4 |
| 25 | Creating web pages using Frames | https://youtu.be/NOhKccHVwng |
| 26 | Various options in Frames | https://youtu.be/e9JRSckJUcs |
| 27 | Forms and Web pages | https://youtu.be/EwblFxFJWm8 |
| 28 | Personal Web Page Development | https://youtu.be/gV8y28B9K2g |
| 29 | Introduction to Multimedia | https://youtu.be/tYBllynfkdo |
| 30 | Components of Multimedia | https://youtu.be/E8V9fmubKRrs |
| 31 | Design of Multimedia | https://youtu.be/9agkz66C2fY |
| 32 | Production and Distribution of Multimedia | https://youtu.be/0dWM7tunNW4 |
| 33 | Applications of Multimedia | https://youtu.be/ynSOOkT0XI4 |
| 34 | Multimedia in Business | https://youtu.be/3mUHw2nr1FU |
| 35 | Multimedia based Interactive systems for Teaching and Learning | https://youtu.be/Zciw6QIJ_xQ |
| 36 | Introduction to Distributed Learning Environment | https://youtu.be/MMSkzx5LLoI |
| 37 | Features of Multimedia Authoring Software | https://youtu.be/9d-wZakfTuI |
| 38 | Multimedia Authoring Tools (Part-1) | https://youtu.be/IIiePpI-uM4 |
| 39 | Multimedia Authoring Tools (Part-2) | https://youtu.be/eBB6Kfi7FXE |
| 40 | Multimedia Authoring Tools (Part-3) | https://youtu.be/sQ3goAmrNOI |