

**DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED UNIVERSITY)
DAYALBAGH, AGRA – 282 110**

DISTANCE EDUCATION PROGRAMME

SESSION: 2010 – 2011

**APPLICATION FOR ADMISSION TO
B.Com. (Hons.) / B.B.M. /
Dress Designing & Tailoring / Modern Office Management & Secretarial Practice/ Motor
Vehicle Mechanic: Four Wheeler/ Textile Designing & Printing / Wireman/ Textile Technology
/ Electrician Programme***

1. NAME: Mr./ Ms. /Mrs. _____

2. (a) Mailing Address: _____

Tel. No.: _____

(b) Permanent Address: _____

Tel. No.: _____

**AFFIX YOUR RECENT
PHOTOGRAPH**

3. Father's Name: Shri _____

4. Mother's Name: Mrs. _____

5. Guardian's Name (if father is not Guardian) : Shri _____

6. (a) Occupation: _____ (b) Income Rs. _____ P.M.

7. Mention Category to which: Gen./ SC/ST/OBC 6. Religion: _____
You belong

7. (a) Date of Birth: _____ (b) Age (as on 1.7. 2010): _____ yrs.

8. Academic Qualification:

Examination Passed	Board/ University	Passing Year	Marks (%)	Subjects
High School or Equivalent				
Inter or Equivalent				
B.A./B.Sc./B.Com.*				
Any Other				

9. Details of Merit certificates / Trophies / Prizes won:

* Strike off which is not applicable

DECLARATION BY THE STUDENT

1. I certify that the information furnished in this application has been filled in by me and that the entries made are correct.
2. I fully understand that my admission in this programme will be cancelled, if it is discovered at a later date, even after the completion of the programme of study, that the admission was obtained by me by fraudulent means or by misrepresentation of the facts. In such a case, I shall forfeit all accruing benefits and if the certificate has been awarded, it will be cancelled.

Place: _____

Date: _____

Signature of Applicant

DECLARATION BY THE PARENTS / GUARDIAN

In the event of my ward _____ being admitted to the programme B.Com./ B.B.M./ Dress Designing & Tailoring / Modern Office Management & Secretarial Practice / Motor Vehicle Mechanic: Four Wheeler/ Textile Designing & Printing / Wireman/ Textile Technology/ Electrician run by Dayalbagh Educational Institute (Deemed University) at its _____ Centre, I shall be responsible for his conduct and behavior during his study at the Centre and undertake to pay without demur all his dues for the entire period of the programme.

Place: _____

Date: _____

Signature of Parent/Guardian

Enclosures: Attested Copies of:-

1. Bonafide student / Character Certificate from the Head of the Institution last attended.
2. Mark Sheet/ High School, Intermediate and Bachelor's examinations.
3. Certificate of being a Scheduled Caste/Scheduled Tribe/Backward Class, if any.
4. Certificates of Games/Sports
5. Income Certificate of Parent / Guardian.
6. Any other.

Strike off whichever is not enclosed with the application

**DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED UNIVERSITY)
DAYALBAGH, AGRA – 282 110**

DISTANCE EDUCATION PROGRAMME

Stamp of Study Centre

B.Com./ B.B.M./ Dress Designing & Tailoring / Modern Office Management & Secretarial Practice/ Motor Vehicle Mechanic: Four Wheeler/ Textile Designing & Printing / Wireman/ Electrician/ Textile Technology *

SESSION: 2010 – 2011

INFORMATION SHEET

PHILOSOPHY OF EDUCATION:

The scheme of innovative and comprehensive education initiated by the *Dayalbagh Educational Institute (Deemed University)* at university & non-university technical and general education levels, aims at excellence but not at the cost of the relevance, and inculcates dignity of labour, basic values of Humanism, secularism and democracy by exposing them to the principles of all the major religions of the world and to their own cultural heritage, thus developing in them an integrated personality of well-adjusted men and women whose world has not been broken into fragments by narrow domestic walls. One of the objectives of the Dayalbagh Educational Institute (DEI) is to provide vocational education to the economically backward and weaker-sections of the society so that they are able to earn their livelihood. The DEI is pleased to introduce UG Level programmes in addition to One-year duration vocational programmes at its Study Centres through the Distance Education Mode from this year.

Supporting Society in fulfillment of one of its main objects of providing education has sponsored Distance Education Programme of DEI at various Study Centres.

HOW TO APPLY:

Candidates seeking admission to Certificate programme need to apply on the prescribed application form available in the office of DEI Study Centre on payment of Rs.5/- (Printing charges). The application Form can also be downloaded from the website of the Institute

Completed application along with all the required certificates and payment of non-refundable Application Processing Fee of Rs. 120/- should be deposited in the Study Centre Office and receipt for the same may be obtained. The fee of Rs.120/- can be paid in cash at the counter.

LAST DATE:

The last date for receipt of application form, complete in all respects, in the office of the DEI Study Centre is **3.7.2010 up to 4.00 PM**

ADMISSION PROCEDURE:

Personal Interview:

Candidates will be called to appear for a personal interview on the day notified in advance.

NOTE: Procedure for admission to the Certificate programme can be changed at any time without prior notice.

COMMUNICATION:

All information regarding Personal Interview and selection etc. to the candidates will be notified on the Notice Board of the Study Centre of Dayalbagh Educational Institute well in advance of the schedule dates.

TEACHING MODE:

The lecture-cum-demonstrations of the vocational programme/ UG level programme will consist of several video sessions reinforced with Laboratory sessions. Some of the Lectures of the UG Level programmes will be transmitted through Satellite. In addition, Study material is provided to the students.

EVALUATION SYSTEM:

The continuous evaluation system of D.E.I. (Deemed University) will be followed in this programme, *i.e.* 150 Internal Examination marks (75%) and 50 External Examination marks (25%). Internal marks will be the total of marks scored in quiz test, assignments, practical tests and Attendance etc.

GENERAL INFORMATION:

- **Caution Money of Rs.200/-** will have to be deposited alongwith odd semester fees.
- If any blank space in application form is left unfilled or any question is left unanswered, the application form may not be considered.
- Applicants should fill the category and place to which they belong at the appropriate places in the application form.
- Application received late and / or those without all the required enclosures will not be considered.
- Programme is open for all.
- **Hostel facility is NOT available.**

- After completion of the programme, DEI (Deemed University) will be awarding the Certificate/ Degree.

CERTIFICATE LEVEL PROGRAMMES

AGE LIMIT: NO AGE LIMIT

DURATION OF THE PROGRAMME: TWO SEMESTERS (ONE YEAR)

NO. OF SEATS: 10 for Dress Designing & Tailoring
20 for Modern Office Mgt. & Sec. Practice, Motor Vehicle Mechanic: Four Wheeler Wireman/ Electrician (10 each where Wireman and Electrician programme are running), Textile Designing & Printing, Textile Technology

RESOURCE MATERIAL COST: Rs.1500/- per semester

PROGRAMME FEATURES

FOR BOYS & GIRLS

MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE

ELIGIBILITY: Intermediate or its Equivalent Examination

FINAL SELECTION:

Final selection for admission to the programme will be made on the basis of the merit list prepared as shown under-

- 10 % of the marks for High School Examination and 30 % of the marks for Intermediate examination: 40 %
- Performance in Personal Interview: 60 %

FEATURES OF THE PROGRAMME:

During the one year programme the selected students will be taught & practically trained to develop the following skills so as to make the student ready to face the atmosphere of challenge and competition nowadays.

- Bilingual Stenography - Hindi and English
- Typewriting- Hindi and English
- Fundamentals of Accounting & Management
- Communication Skills
- Modern Office Practice emphasizing the use of state-of-the-art equipment like computer for Word Processing, Spread Sheet & Database; OHP, Binding Machine, Fax Machine, Telephone & Photo Copier

TEXTILE DESIGNING & PRINTING

ELIGIBILITY: High School or its Equivalent Examination

FINAL SELECTION:

Final selection for admission to the programme will be made on the basis of the merit list prepared as shown below-

- 40 % of the marks at the High School Examination: 40 %
- Performance in Personal Interview: 60 %

FEATURES OF THE PROGRAMME:

The programme develops design concepts of a student enabling the student to suggest alternative design ideas and techniques using different colors & textures. It also gives knowledge of Indian traditional textile design & cultural heritage of our country. Knowledge of communication and business skills required for setting up of an Industry is also imparted. Few important contents of the programme are:

- Object drawing- still life
- Nature study- sketching
- Various colour schemes & theory
- Various textures and their effects, Various types of impressions, combination & multiple textures
- Basic shapes, Handling of art materials, Folk & symbolic designs
- Use of Computers for textile design, CAD
- Preparation of Screens, Screen and block printing
- Various types of dyes, their selection and Dyeing procedures
- Communication and business skills

FOR GIRLS

DRESS DESIGNING AND TAILORING

FEATURES OF THE PROGRAMME:

The students successfully completing the Dress Designing & Tailoring programme should be able to:

- Select suitable techniques for different styles and types of Dress designs according to the latest trends.
- Illustrate and understand various types of garment sketches and techniques in making them.
- Stitch various types of garments.
- Prepare patterns of garments as per design requirement
- Manage the production of different types of garments on the shop floor
- Set up an entrepreneurial unit
- Acquire knowledge of interpersonal relations and skills in communication and development of presentation skills
- Acquire skill in Computer Aided Designing skills for garment industry

FOR BOYS

ELIGIBILITY: High School or its Equivalent Examination

FINAL SELECTION:

Final selection for admission to the programme will be made on the basis of the merit list prepared as shown under-

- | | |
|---|------|
| ➤ 40 % of the marks at the High School Examination: | 40 % |
| ➤ Performance in Personal Interview: | 60 % |

WIREMAN/ ELECTRICIAN *

In the era of construction and development, the wireman plays important role. The exponential increase in electrical gadgets used for commercial and domestic purposes, construction of buildings has paved the way to the requirement of manpower trained in Wireman skill. This programme prepares the student to face such situations and prove his worthiness.

During the programme a student will be taught about-

- Tools & Measuring Instruments used in Electrical Trade
- Use safety equipment and protective devices and equipment.
- Engineering calculations associated with current carrying capacity of cables, wires, fuses and other circuit protective devices.
- Single and three-phase circuits, earth circuits, insulating and conducting materials, switch fuses and isolators.
- Read and interpret simple electrical specifications, wiring and circuit diagrams, and building plans.
- Different types of wiring & jointing
- Repair & Servicing of all types of domestic equipments
- Different types of Wiring, domestic & Commercial Lamps & their connection
- Different types of AC/ DC Motors & Generators & their connection
- Fault diagnosis/ Repair of Motors & Generators
- Domestic & Industrial wiring

* The programme will be common for Wireman and Electrician in the first semester and in second semester the students will study the courses pertaining to either Wireman or Electrician as per their choice at the time of Admission in the Study Centre running both Wireman and Electrician programmes. Provision of lateral entry scheme for Wireman students for taking admission in Electrician or vice-versa is there. The duration of Wireman and Electrician programme will be of three semesters.

MOTOR VEHICLE MECHANIC PROGRAMME: FOUR –WHEELER

The selected students during the one year programme will be taught & practically trained to develop the following skills so as to make the student ready to face the atmosphere of challenge and competition in the area of Automobile Repair and Maintenance.

After completing the programme a student should be able to:

- Make use of tools and other workshop equipments properly
- Do servicing of a Motor Vehicle
- Diagnose faults in various systems of a vehicle and repair them.
- Test – Drive a vehicle
- Tune an engine for optimum performance
- Dismantle, overhaul and re-assemble an engine

TEXTILE TECHNOLOGY

Clothing is among the basic needs of a man. In this programme, a student is taught about the production of Textiles which involves a number of processes for conversion from fibre to fabrics. The programme is designed to impart the Textile manufacturing skills to the student.

After completing the programme a student should be able to:

- Learn various types of fibres and its uses in manufacturing Textiles.
- Learn Weaving Preparatory processes.
- Learn Weaving Process.
- Learn the parts and functions of a Warping & Weaving Machine.
- Learn basic weave designs and its production.
- Learn preparatory processes for Dyeing and Printing the fabric.
- Learn various Textile Testing and Quality Control in production.
- Learn modern weaving techniques, figurative weaving using Dobby and Jaquard.
- Learn managerial skills, operate computer, which will enable to manage the business.

UNDER-GRADUATE LEVEL PROGRAMME

FOR BOYS & GIRLS

B.Com. (Hons.)

ELIGIBILITY: Intermediate or its Equivalent Examination with Commerce

SANCTIONED INTAKE: 20

FINAL SELECTION:

Final selection for admission to the programme will be made on the basis of the merit list prepared as shown under-

- | | |
|--|--------|
| ➤ Marks for Intermediate / Qualifying level examination:
(10% of High School and 10% of Intermediate) | 20 % |
| ➤ Performance in Personal Interview: | 80 %** |

** If candidates are more, Entrance Examination may be conducted having weightage of 60 % and 20% for Personal Interview.

DURATION OF THE PROGRAMME: Six Semesters (3 years)

RESOURCE MATERIAL COST: Rs. 2425/- per Semester

FEATURES OF THE PROGRAMME:

The rationale behind offering B.Com. (Hons.) Programme to the qualifying intermediate students is to impart them with a specialized knowledge and skill set confining to the commerce areas of Accountancy & Law, Applied business economics and Business administration respectively. This innovation gives an opportunity to the students to develop specialization based on the elaborative knowledge, concepts and contemporary trends pertaining to the streams mentioned above in order to improve their employability in industries as well to prepare them for higher studies, in case they opt to do so. Certain key features are as follows:

- Developing specialization in the streams of Accountancy & Law, Applied business economics & Business Administration respectively.
- Rendering stream based academic projects, case studies, seminar-topics, Group discussion etc. to the affiliated students.
- Updated curriculum with advanced contents in accordance with changing industrial and environmental requirements.
- Work experience courses and industrial training projects assigned in the respective upcoming areas of specialization stream
- Conducting skill enhancement workshops for e.g. Business communication, mock interviews, personality development to increase their employability.
- Offering parallel and independent courses like Forgery detection, banking skills in collaboration with companies, industrial experts and consultants.

B.B.M.

ELIGIBILITY: Intermediate or its Equivalent Examination.

SANCTIONED INTAKE: 20

FINAL SELECTION:

Final selection for admission to the programme will be made on the basis of the merit list prepared as shown under-

- | | |
|--|--------|
| ➤ Marks for Intermediate / Qualifying level examination:
(10% of High School and 10% of Intermediate) | 20 % |
| ➤ Performance in Personal Interview: | 80 %** |

** If candidates are more, Entrance Examination may be conducted having weightage of 60 % and 20% for Personal Interview.

DURATION OF THE PROGRAMME: Six Semesters (3 years)

RESOURCE MATERIAL COST: Rs. 2825/- per Semester

With a view to offer employment generation oriented courses, it is proposed to offer Bachelor of Business Management in Distance Education mode. Curriculum with advanced contents in accordance with changing industrial and environmental requirements enables the student to readily face the market situations and manage the business.

After the completion of the programme the student should be able to:

- Develop skills in the streams of Business Management, Administration, finance and Marketing respectively
- Learn MIS, e-commerce, DBMS, Operation Research, Banking Systems, International Management Systems etc.
- Render stream based academic projects, case studies, seminar-topics, Group discussion etc. to the affiliated students.
- take up projects assigned in the respective upcoming areas of specialization stream on the basis of hands-on-experience in the industrial training and Work experience courses.
- Develop and enhance Business communication skills through workshops, mock interviews, personality development to increase their employability.

IMPORTANT DATES

- | | |
|--|---|
| 1. LAST DATE OF SUBMISSION OF APPLICATION FORMS: | 3 rd July 2010 |
| 2. Interview & Written Test (if Any): | 6 th & 7 th July 2010 |
| 3. Merit List Declaration & Registration: | 15 th July 2010 |
| 4. Fees: | 16 th & 17 th July 2010 |
| 5. Orientation Programme: | 17 th July 2010 |
| 6. Commencement of Classes: | 19 th July 2010 |