UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A++ GRADE' UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

NOTIFICATION

In pursuance of 80th University Council Resolution No. 80.23 dated 25.04.2016, 69th University Council Resolution No. 69.89 dated 09.02.2010 & 110th University Syndicate Resolution No. 110.21 dated 20.08.2016, it is notified for the information of all concerned that **Six months Certificate Course in Applied Computing and Digital Skills** at Kishtwar Campus, University of Jammu, is hereby introduced on the following parameters:

1. Such a short term course shall remain a part of the Department.
2. The faculty member who designs the course contents will be the Course Coordinator.
3. Candidates desirous of joining such courses shall not have the status of University students and shall have no right for any sort of concession such as Library, Railway etc. However, Departmental Library where such short term course is being conducted, can extend reading room facility to such students.
4. Such students shall be issued participation certificate signed by the Course Coordinator and Head of the Department concerned.

The Course Scheme & Structure of the Certificate Course are given in **Annexure.**

Sd/-
DEAN ACADEMIC AFFAIRS

No. F. Acd/I/25/7747-53
Dated: 28/08/25

Copy to:-

1. Special Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Hon'ble Vice-Chancellor please.
2. Sr. P.A. to the Dean Academic Affairs
3. Director, Kishtwar Campus
4. Sr. P.A. to the Registrar/Director, DIQA
5. Director, CITES&M alongwith annexure for n.a.
6. Guard File

29/8/25
Joint Registrar (Academic)

29/8/25

29/08/25

Office of the Director, CITES&M
Receipt No. 727
Date 02/9/25
University of Jammu

Proposal: Certificate Course in Applied Computing and Digital Skills

I. Introduction

The digital revolution is reshaping the global landscape, with technology becoming a driving force behind economic growth, social inclusion, and individual empowerment. In today's interconnected world, proficiency in computing and digital skills is no longer a luxury but a fundamental requirement across diverse sectors such as information technology, education, healthcare, business administration, and public services. However, in rural and semi-urban regions like Kishtwar, access to high-quality, industry-relevant training in these skills remains a significant challenge, limiting opportunities for youth, students, professionals, and community members to compete in the modern workforce. To address this digital divide and align with national initiatives like Skill India and Digital India, we propose the introduction of a Certificate in Applied Computing and Digital Skills, a six-month skill-enhancement program at Kishtwar Campus.

This initiative is strategically designed to empower participants with practical, hands-on expertise in computing and digital tools, enabling them to meet the demands of the contemporary job market and contribute meaningfully to the regional economy. The course targets a broad audience, including students seeking to enhance their academic profiles, job seekers aiming to improve employability, and working professionals looking to upskill in a rapidly evolving technological environment. By offering a blend of foundational computing knowledge, advanced productivity tools, and introductory programming skills, the program ensures that learners acquire versatile competencies applicable to diverse professional settings.

Kishtwar Campus is uniquely equipped to deliver this transformative program, boasting state-of-the-art infrastructure, including modern computer labs, high-speed internet, and multimedia-enabled classrooms. Our team of highly qualified faculty, with advanced degrees and industry experience, is prepared to provide high-quality instruction, supplemented by guest lectures from industry experts to bridge the gap. Additionally, the campus's existing resources, such as licensed software, e-learning platforms, and career counselling services, ensure a holistic learning experience that supports both academic and professional growth. By launching this certificate course, Kishtwar Campus aims to not only itself as a hub for skill-based education but also foster digital literacy and economic development in the region, creating a replicable model for skill development in rural India.

II. Objective

- Equip participants with practical, industry-relevant computing and digital literacy skills.
- Enhance employability in fields such as IT, business administration, education, and data management.
- Support national initiatives like Skill India and Digital India by fostering digital empowerment in rural areas.
- Bridge the digital divide by providing accessible, high-quality training to the local community.
- Foster technological innovation by encouraging creative applications of digital tools in local contexts.
- Promote lifelong learning and digital inclusion, particularly for underserved groups, to ensure equitable participation in the digital economy.
- Support entrepreneurship and regional workforce development by enabling participants to launch digital ventures and attract IT-related opportunities to Kishtwar.
- Cultivate responsible digital citizenship, emphasizing ethical technology use and data privacy awareness.

III. Course Overview

Course Title: Certificate in Applied Computing and Digital Skills

Duration: 6 months (26 weeks) 5 days/week (Mon-Fri)

Intake Capacity: 30 students

Target Audience: Students, job seekers, working professionals, and individuals seeking to enhance their digital and computing competencies.

Mode of Delivery: In-person classes at Kishtwar Campus

Certification: A recognized certificate will be awarded upon successful completion, validated by the institution.

IV. Course Curriculum

The curriculum is designed to provide hands-on training in applied computing and digital tools, ensuring relevance to modern workplace demands. The course is divided into the following modules:

Module 1:

- Foundations of Computing
- Introduction to computer hardware, software, and operating systems (Windows, Linux).
- File management, system optimization, and troubleshooting basics.

Module 2:

- Office Productivity and Data Management
- Advanced use of Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Slides).
- Data analysis, spreadsheet automation, and professional documentation.

Module 3:

- Digital Literacy and Online Collaboration
- Safe internet practices, email etiquette, and cloud-based collaboration tools (e.g., Microsoft Teams, Google Drive).
- Introduction to cybersecurity and data privacy.

Module 4:

- Introduction to Programming and Software Tools
- Fundamentals of programming (e.g., Python or JavaScript basics).
- Basic database management (e.g., SQL) and web development concepts (HTML/CSS).

Module 5:

- Capstone Project
- A practical project integrating skills learned, such as developing a data-driven report, a simple webpage, or an automated spreadsheet solution.

V. Resources and Infrastructure

Kishtwar Campus is fully equipped to support the course with the following resources:

Infrastructure:

Modern computer labs with sufficient workstations, high-speed internet, and updated software. Multimedia-enabled classrooms for interactive and engaging sessions. Reliable power backup to ensure uninterrupted learning.

Faculty:

Existing qualified faculty from the Computer Science/IT departments of Kishtwar Campus will deliver lectures and lab sessions. Guest sessions by industry professionals may be arranged.

Additional Resources:

Licensed software for training (e.g., Microsoft Office, Python IDEs, web development tools).

Access to e-learning platforms and digital libraries for supplementary resources.

Career guidance and placement support to assist students in leveraging their skills.

Reading Room/Library:

Provides quiet space for self-study, reference material access, and project work outside lab hours.

Administrative Support:

Existing campus administration will handle registration, fee collection, and coordination.

VI. Fee Structure

Course Fee: ₹ 2000/- (Two Thousand Rupees Only)

Registration Fee: ₹ 300/- (Three Hundred Rupees Only) – Non-refundable.

Total Payable: ₹ 2,300/- (Two Thousand Three Hundred Rupees Only)

VII. Infrastructure & Logistics

Venue: Computer Lab (Primary), Reading Room (Secondary/Support).

Hardware/Software: Existing lab infrastructure deemed sufficient.

Connectivity: Reliance on existing high-speed campus internet.

Materials: Digital learning resources, code snippets, project guides provided electronically.

VIII. Target Outcomes

- **Skill Development:** Train at least 100 students annually in applied computing and digital skills.
- **Employment Opportunities:** Prepare participants for roles such as IT support staff, data analysts, office administrators, and junior developers.
- **Community Impact:** Empower the Kishtwar community with digital competencies, contributing to regional economic growth.
- **Scalability:** Create a replicable model for skill-enhancement programs that can be expanded to other campuses or regions.

IX. Implementation Plan

Phase 1: Planning and Approval (1 month)

- ✓ Secure approvals from institutional authorities and relevant stakeholders.
- ✓ Finalize curriculum, schedule, and faculty assignments.
- ✓ Launch a promotional campaign via local media, social media, and community outreach.

Phase 2: Enrolment and Launch (15 days)

- ✓ Open registrations for the first batch, targeting 20-30 students.
- ✓ Conduct an orientation session to outline course objectives and expectations.

Phase 3: Course Delivery (6 months)

- ✓ Deliver classes with regular assessments, including quizzes, practical assignments, and project work.

- ✓ Provide mentorship and peer collaboration opportunities to enhance learning.

Phase 4: Evaluation and Certification (1 month)

- ✓ Administer final assessments and evaluate capstone projects.
- ✓ Award certificates to successful participants and gather feedback for program improvement.

X. Benefits to Kishtwar Campus

- o Strengthen the campus's position as a leader in skill-based education in the region.
- o Attract a diverse student base, increasing enrolment and community engagement.
- o Align with national and regional goals of digital literacy and workforce development.
- o Foster partnerships with local industries for internships, placements, and collaborative projects.

XI. Expected Outcomes

- o Students gain proficiency in building responsive, functional websites.
- o Enhanced employability for entry-level web developer/front-end developer roles or freelancing.
- o Foundation for pursuing advanced IT courses.
- o Increased visibility of Kishtwar Campus as a centre for skill development.
- o Optimal utilization of campus resources.

XII. Approval Requested

We seek formal approval from the Director, Kishtwar Campus, University of Jammu to:

- o Launch the 6-month Certificate Course in Applied Computing and Digital Skills.
- o Utilize the Computer Lab, Reading Room, and Faculty resources as outlined.
- o Authorize the collection of fees as specified.
- o Allow the Computer Science/IT Department to coordinate the course delivery.

Conclusion

The Certificate in Applied Computing and Digital Skills is a strategic initiative to equip the Kishtwar community with essential digital competencies, enhancing employability and fostering regional development. With existing infrastructure, expert faculty, and a comprehensive curriculum, Kishtwar Campus is ideally suited to implement this program successfully. We request approval and support to launch this course, contributing to the educational and economic advancement of the region.

SYLLABUS

The curriculum is structured into 8 modules, each focusing on key areas such as basic computer operations, internet usage, word processing, spreadsheets, presentations, and data management tools. By the end of the course, students will be proficient in utilizing common office applications and will have a strong foundation in navigating modern digital environments.

Total Duration: 3 Months (120 hours)

Total Marks: 100

Detailed Syllabus

1. Introduction to Computers

- Definition and history of computers.
- Overview of hardware and software.
- Types of computers (desktops, laptops, tablets, smartphones).
- Basic components of a computer (CPU, monitor, keyboard, mouse, etc.).
- Understanding operating systems (Windows, macOS, Linux).

2. Understanding Operating Systems

- Navigating the desktop environment.
- File management (creating, saving, moving, deleting files/folders).
- Basic system settings (display, sound, user accounts).
- Using the Recycle Bin.
- Basic troubleshooting (e.g., restarting, software issues).

3. Working with Microsoft Office Applications

- **Microsoft Word**: Document creation, formatting, saving, and printing.
- **Microsoft Excel**: Data entry, basic calculations, and formatting.
- **Microsoft PowerPoint**: Creating slides, adding text/images, and presenting.
- **Microsoft Access (optional)**: Introduction to database management.
- **Email (Outlook/Gmail)**: Composing, sending, receiving, and organizing emails.

4. Internet and Web Browsing

- Introduction to the Internet and how it works.
- Basic Introduction of Social Media Marketing
- Understanding web browsers (Chrome, Firefox, Edge).
- Searching the web (Google search techniques).
- Basic online safety (secure browsing, avoiding phishing).

- Foundation for pursuing advanced IT courses.
- Increased visibility of Kishtwar Campus as a centre for skill development.
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- Creating and managing email accounts.

5. **Introduction to Digital Communications**

   - Understanding different communication tools (email, instant messaging, video conferencing).
   - Using communication platforms (Zoom, Google Meet).
   - Basics of social media (Facebook, Twitter, LinkedIn).

6. **Basic Computer Security**

   - Understanding computer viruses and malware.
   - Installing antivirus software and firewalls.
   - Password security and data privacy.
   - Safe practices for using public Wi-Fi.

7. **Basic Troubleshooting and Maintenance**

   - Identifying common hardware and software issues.
   - Performing routine maintenance (disk cleanup, software updates).
   - Handling basic peripheral devices (printers, scanners, external drives).

8. **Typing and Keyboard Skills**

   - Learning proper typing techniques.
   - Practicing with typing software to increase speed and accuracy.

Reference Books/Study Material:

1. Dinesh Maidasani, Fundamentals of Information Technology including MS-Office, 2010, Laxmi Publication, New Delhi
2. Taxali RK, PC Software for Windows, 1996, TATA Mcgraw Hill, New Delhi.

Examination Scheme

The evaluation is designed to assess both theoretical understanding and practical skills. The course includes continuous assessments and a final project.

S.No.	Component	Type	Marks	Duration
01	Theory Examination	Written (Descriptive + MCQ)	30	1.5 Hours
02	Practical Examination	Hands-on Tasks	40	2 Hours
03	Final Project	Practical +Viva	20	30 Minutes
04	Internal Assessment*	Attendance + Assignments	10	Continuous
Total			**100**	

***Internal Assessment** (10 Marks)

Criteria Marks:

Attendance (75% min) =5

Assignments & Practice =5

Grading System (Based on Total Marks)

S.No.	Marks range	Grade	Performance
01	85-100	A+	Excellent
02	70-84	A	Very Good
03	55-69	B	Good
04	40-54	C	Satisfactory
05	<40	F	Fail/Poor

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