



Shreemati Nathibai Damodar Thackersey Women's University

Genesis

The SNDT Women's University, the pioneer Women's University in India was founded by Maharshi Dhondo Keshav Karve on June 2, 1916 with 5 students. Today, the University has an enrolment of over 80,000 students (including those from Jr. Colleges) in the formal as well as the non-formal streams, nearly 200 colleges, 40 University Departments, 13 faculties and 3 Campuses.

The pioneer Women's University has been in the service of Indian women in a variety of ways for the last eight decades. In its endeavour to bring reforms in education, the university established the Department of Audio Visual Education in the year 1973, with the assistance from the UGC. The name of the Department was changed to the Department of Educational Technology in 1984 as the scope widened. The department is actively engaged in teaching, research, development as well as extension activities especially in the field of training to teachers from sister institutions, university departments as well as schools.

Looking at the training needs the department designed a Post Graduate Diploma in Educational Technology in 1994-95. Mostly the working teachers enroll as students and they find the course extremely useful in their professional life.

The SNDT Women's University is affirmative in its commitment to the empowerment of women through education and pursues excellence unstintingly. The University obtained a Five Star rating from the National Assessment and Accreditation Council (NAAC).

Vision : *Sanskrita Stree Parashakti*
An Enlightened Woman is a source of Infinite Strength

Mission : Empowerment of Women through Education

Master in Educational Technology (Computer Applications)

MET-CA

Professional Career Opportunity

Today, computers have penetrated every walk of life, so also in education system. Computers have great potential for education, especially teaching, learning and evaluation processes. Web has offered many new tools, which make these processes interactive. Information and Communication Technology (ICT) has changed the way people (children as well as adults) learn.

The Master in Educational Technology - Computer Applications (MET-CA) Course is prepared with a view to blend the skills and expertise in both, the Educational Technology and Computer Technology. Through this course we aim at developing experts who can prepare an Instructional Design and also prepare a package by using variety of Multimedia Application Computer Software. This candidate also will be equipped to develop and monitor Online Courses for which there is a growing demand.

Development of Interactive Multimedia CAI is a rapidly growing area and there is a dearth of expert personnel. Computers have now reached not only the university departments and colleges but also the primary schools. There is a need for educational (curriculum based) packages and many institutions are looking for such trained human power. Indian Industries have already taken up the challenge of developing on-line courses for developed countries fetching great revenue to Indian industries. In this venture, industries are appointing young minds to work on Instructional Designs. Due to the fact that there was no formal course in Instructional Design, the industries were training them in-house. Master in Educational Technology-Computer Applications (METCA) is an opportunity to get formal and rigorous training in Instructional Design and Multimedia Development Process.

Department of Educational Technology has been offering MET-CA Course since July 2001. On the basis of the experience gained in implementing the Course for 9 years, the curriculum gets continuously upgraded.

Master in Educational Technology: Computer Applications (MET-CA)

The Two-Year (4 Semester) Programme is of 80 Credits.

(1 Credit is equivalent to 15 hrs of contact sessions and will be evaluated for 25 marks)

During the First Semester the thrust is on Instructional Design for Instructor Led Training **(ILT)**

During the Second Semester the thrust is on Instructional Design for Computer Based Training **(CBT)** and Blended **(ILT + CBT)**

During the Third Semester the thrust is on Instructional Design for Web Based Training **(WBT)** and Blended **(ILT + CBT+ WBT)**

A Paper is generally further divided into 5 modules of 1 Credit each. Semester IV has a Project and Seminar. One Credit requires 15 hrs of Classroom interaction apart from practical work and assignments.

All Papers in each Semester are Compulsory.

Semester I	4 Papers	20 Modules	20 Credits	500 Marks
Semester II	4 Papers	20 Modules	20 Credits	500 Marks
Semester III	4 Papers	20 Modules	20 Credits	500 Marks
Semester IV	Project		12 Credits	300 Marks
	Seminar		08 Credits	200 Marks
Total			80 Credits	2000 Marks

Department of Educational Technology

Goals

- ❖ To provide support to educational institutions in enhancing the quality of teaching-learning process.
- ❖ To fulfill the national need for trained Instructional Designers and researchers in the field of Educational Technology.
- ❖ To develop expertise in developing good quality educational courseware.

Courses offered by the Department

Department offers following courses:

Ph.D. in Educational Technology

Master in Educational Technology-Computer Applications (METCA)

Post Graduate Diploma in Instructional Design (PGDID). It is offered if the student leaves METCA course after successfully completing 2 semesters.

Post Graduate Diploma in Educational Technology (PGDET) in face-to-face mode. The department is now planning to offer the course through distance mode.

4-credit Certificate Courses in **Instructional Design** through Online mode.

Research Activities

The Department has conducted research studies both at State as well as National level in the area of Educational Technology. It has received financial assistance from various national as well as international organizations such as UNICEF, World Bank, UNDP, etc.

Thrust Areas of Research are Individualization in Education, Evaluation of educational projects and institutions, Use of Computer in learning, Co-operative Learning, Satellite Communication, Web-based tools, Constructivist approach, etc.

Faculty

The Department has its own full time qualified and experienced faculty. Faculty members are actively involved in various research and development activities both at national and international level. DET also has Industry Chair and Research Scholars financially supported by Industries.

Visiting Faculty

The University has been receiving support from Educational and Research organizations. The talented and experienced professionals from well-known institutions support the course as visiting faculty. Professionals from the Universities abroad such as Prof. Robert Reiser from Florida State University, Prof. Mike Spector, University of Georgia, Dr. Manisha Javeri, California State University, USA, Prof. Vi Maeers, Dr. Brian Campbell and their colleagues from Regina University, Canada, have interacted with the department and guided the students on-line.

Library

The University has excellent library facilities at both its campuses having recent additions in Education and in Instructional Design. The library subscribes to several leading Indian as well as foreign journals in Education, Instructional Design and related areas. In order to supplement these, the department maintains its own collection of books and reports etc., which are made available to the students. The students of the department also avail membership of other libraries such as C-DAC Library, British Council Library, etc. for reference work.

Extension Activities of the Department

Department organises several workshops/training programmes in educational technology for teachers, trainers at all levels (from pre-primary to higher education) as well as for public and private sector organisations. Some of the topics include instructional design, ICT in education, preparation of self-learning material, Open and Distance Learning material, development of CAI (Computer Assisted Instruction), cognitivist-constructivist strategies, etc.

Department had undertaken a School Improvement Programme (SIP) in the SNTD Kanyashala, Girgaum (a school managed by SNTD Women's University). This was undertaken since 1995 in collaboration with the Rotary Club of Mumbai Downtown. Department works closely with a few rural schools in Sindhudurg district since last 8 years.

Department develops multi-media presentations for various organizations.

Collaboration with other Organisations

- ✚ Maharashtra Knowledge Corporation Ltd., Pune is collaborating with the department in the area of development of Interactive Multimedia packages in school subjects.
- ✚ CASP-Plan, an International NGO had signed an MOU with the Department for developing Interactive Educational Multimedia in school subjects. Department developed 30 Interactive Multimedia Packages for CASP-Plan.
- ✚ Department is helping Mumbai Education Trust (MET), Mumbai to establish its Centre of Educational Technology.

Services to other University Departments and outside Institutions

Since its inception in 1973 the Department is offering services to other departments of the university as well as outside educational institutions in developing educational media, use of equipment etc. Department has also been developing Computerized Presentations for the University Programmes. Department conducts orientation courses for the SNTU faculty, refresher courses in Educational Technology for UGC. Faculty of the Department are also invited by many Universities and organizations on their Academic, Advisory boards.

Co-curricular Activities

Every year department organizes a study tour for about a week to places of interest of Instructional Designers.

The Juhu Campus of the University where the department is situated has excellent facilities for indoor as well as outdoor activities. Students are also encouraged to participate in the Yuva Mahotsav (Youth Festival) organized by the Department of Student Welfare, SNTU every year. METCA students conduct various cultural activities in the Department.

Vacation

Students normally get two weeks of Diwali, One week of Christmas and four weeks of summer vacation. The vacation period is subject to change as per the semester schedules. However they get all the facilities such as computer lab, library books throughout the year.

Master in Educational Technology - Computer Applications (MET-CA)

1. Objectives

MET-CA course is designed with the objective of training personnel for producing Educational Courseware. The objectives may be stated as follows:

After completing the course the student will be able to

- ❖ Elaborate basic concepts and nature of instructional process.
- ❖ Apply basic concepts and theories related to learning in the Instructional Design.
- ❖ Plan instructional experience to maximally exploit the capabilities of the computer system.
- ❖ Use various computer applications in the processes of teaching, learning and evaluation.
- ❖ Prepare Instructional Designs considering objectives of learning and nature of the learner.
- ❖ Use educational software to develop e-learning courseware.
- ❖ Apply basic concepts of Educational Research.
- ❖ Use computer effectively in various stages of conduct of research.

2. Duration of the Course

Four Semesters, Full Time	:	Two semesters each year
Semester I	:	July to November
Semester II	:	January to May

(Semester-end Examinations are generally conducted in December and May)

3. Eligibility

Women Graduates with 50 % marks at graduation from recognized university will be admitted to the first year of the four-semester programme. Additional points will be given to B.Ed. degree holders.

4. Admission Procedure

Admission will be considered on All-India basis on merit in the Graduation, Post-graduation (if any) and Entrance Test conducted by the University, which is held in Mumbai.

Certificates or Documents for Admission:

A candidate shall be required to submit, at the time of registration or admission to the MET-CA Course, following certificates/documents:

- a. (i) Certificate of passing the qualifying Examination as recognized by the University.
(ii) Its attested Xerox copy.
- b. (i) Statement of marks obtained at the qualifying examination.
(ii) Its attested Xerox copy.
- c. (i) Migration Certificate (in case of students having passed the qualifying examination from the University other than the S.N.D.T. Women's University).
(ii) Certificate for the change in the name on account of marriage (in case of student having passed the qualifying examination under her maiden name). This certificate shall be from a Special Executive Magistrate or a Magistrate bearing his/her office seal. Alternatively, a copy of the Government Gazette in which the change of name has been notified may be submitted.
(iii) Caste certificate (if applicable).
- d. S.S.C. or equivalent Mark-sheets and Passing Certificates
- e. H.S.C. or equivalent Mark-sheets and Passing Certificates
- f. Proof of Date of Birth (copy of School Leaving Certificate or Birth Certificate)
- g. 2 passport size Photographs

5. Annual Intake

Fifteen women candidates are selected according to the merit.

6. Allocation of Seats

Reserved category seats are given as per government rules fulfilling the basic criteria of eligibility.

7. Medium of Instruction

English

8. Attendance

The students are required to have 75% of attendance in each subject, failing which they will not be allowed to appear for the final examinations of the semester. In case the absence is due to illness, medical certificate will have to be produced for consideration.

9. Fee Schedule for each semester

The Fee Schedule* for the Year 2009-2010 and 2010-11 is as follows:

Items	2009-2010 Rs.	2010-2011 Rs.
Admission	500	500
University Enrolment	255	-
Eligibility	255 **	-
Medical Check-up	50	50
Student welfare Fee	50	50
Tuition Fees (per year)	10000	10000
Lab Fee	9000	10000
Learning Resource Centre Fee	2000	2000
Departmental Activities	1000	1000
Gymkhana	500	500
Development Fee	200	200
University Diary	30	30
Ashwamedh	20	20
Sports	30	30
Deposit for two years (Refundable)	500	
University Library Fee	500	500
University Library Deposit (Refundable)	700	
Total	25590	24880
(SNDT University candidates)	25335	

DD is to be issued in favour of "Department of Educational Technology, SNDT Women's University" once selected.

* Fee is subject to change

** Not to be paid by SNDTU pass-outs (if the last exam cleared is from SNDT Women's University)

10. Examination Fees

Semester I to III			Semester IV		
Examination Fees	Rs.	690	Project and Seminar Fee	Rs.	690
Form Fee	Rs.	45	Form Fee	Rs.	45
Mark sheet Fee	Rs.	75	Mark sheet Fee	Rs.	75
Total Fee per Semester	Rs.	810	Total Fee per Semester	Rs.	810

11. Refund of Fees

- A. If the student cancels the admission within 8 days of the commencement of the course, 75% of the tuition fees (only) would be refunded.
- B. If the student cancels the admission after 8 days and before 20 days, 50% of the tuition fees (only) would be refunded.
- C. If the student leaves the course after 20 days of the commencement of the course, no fees will be refunded.

Fees other than tuition fees are not refundable.

12. Refund of Deposit

Deposit has to be claimed by the student, within six months of completion of the course, on presentation of the fee and deposit receipt.

13. Course Framework

MET-CA Course Structure (2009-11)

Semesterwise Papers, Modules and Credits

Papers	T. Cr.	Cr.	M.	Modules
Semester I: Instructional Design for ILT				
101. Educational Technology and Instructional Technology	5	1 1 1 1 1	25 25 25 25 25	Systems Approach to education and Process of Communication Goal Setting and Content Analysis Evaluation Strategies Instructional Strategies for ILT Instructional Media for ILT
102. Psychology of the Learner	5	1 1 1 1 1	25 25 25 25 25	Learner Characteristics (Learner Analysis) Learner and the Process of Learning, Process Associated with Learning Factors affecting and facilitating Learning Theories of Learning Brain Based Learning Adult Learning and Learning Styles
103. Instructional Design for ILT	5	1 2 1 1 1	25 50 25 25 25	Instructional Design: Concept and Views ADDIE Approach for ILT Development of Instructional and Learning Material Preparation and Implementation of session Plan
104. Information Technology	5	1 2 1 1	25 50 25 25	Hardware System, Networking and Operating System Application Software: Office Application Software: CorelDraw and Photoshop Internet Tools and Search Engines and Browsers
Semester II: Instructional Design for CBT and Blended Learning (ILT+CBT)				
201. Instructional System Design	5	1 1 3	25 25 75	Open and Distance Learning Overview of Theories and Models of ISD ISD for CBT: Dick and Carey Model
202. Computer Assisted Instruction	5	1 1 2 1	25 25 50 25	CAI/CBT: Concept, Characteristics and Modes CAI/CBT: Process of Development CAI: Story Board Writing Interactivity

203. Multimedia	5	1 2 1 1	25 50 25 25	Multimedia: Concept and Component, Interactive Multimedia Macromedia Flash: Designing scenes Macromedia Flash: Multimedia components Macromedia Flash: Building Interactivity
204. Research Methodology	5	1 1 2 1	25 25 50 25	Research in Education Methodology of Research Tools of Data Collection Statistical Tools for Data Analysis
Semester III: : Instructional Design for WBT and Blended Learning (ILT+CBT + WBT)				
301. Internet Technology and Web Design	5	1 1 1 2	25 25 25 50	Application of Internet to Education Educational Portals, HTML and FrontPage DreamWeaver Web Page Design
302. e-learning	5	1 2 1 1	25 50 25 25	Learning Management System Learning Objects and e-learning Standards ID in Corporate setting Research Trends in Web based Training and Blended Learning
303. Instructional Design for Online Learning	5	1 2 1 1	25 50 25 25	Cognitivism-Constructivism and e-learning ID Models for Online Course Development Creating an Online Course Evaluation Strategies for Online Learning
304. Visual Communication	5	1 1 1 2	25 25 25 50	Basics of Visual Communication Visual Design: Concept, Elements and Assembly Visual Design Applications: Webpages Design Applications: Portfolio
Semester IV				
	20	12 8	300 200	Project (Internship) Seminar (Research)

A. Repeating Internal Evaluation

Students who fail in the internal component of papers are required to apply to the Department of Educational Technology to enable them to reappear in the internal assessment. This application should be made within one month of the start of the semester in which the student wishes to reappear.

All rules pertaining to A.T.K.T. and time limit to clear the backlog apply. An internal assessment fee of Rs. 500/- will be charged for each paper in which student wishes to reappear for internal evaluation.

B. Practical

Each student will have to work independently for her submission of work.

C. Assessment

	Sem I	Sem II	Sem III	Sem IV
Internal Assessment	Paper 104: 100% Other Papers: 60%	Paper 207: 100% Other Papers: 60%	All Papers: 100%	75%
External Evaluation	Paper 104: 0% Other Papers: 40%	Paper 207: 0% Other Papers: 40%	-	25%

D. Duration of External Examination

Duration of Examination of each Theory subject (50 marks) shall be 2 hrs.

E. Evaluation of Project of Semester IV

i. Modality

75% Internal (50% for the process evaluation and 25% for the final viva and submission)

25% External (10% for the process evaluation and 15% for the final viva)

Designated examiners would do the evaluation though the presentation is public. The Project Report should be submitted to the department at least two weeks before the presentation.

ii. Duration

Every student shall make a presentation of about 20 minutes followed by discussion of about 10 minutes.

F. Seminar Evaluation

Every student shall submit to the department within 15 days of the start of the semester proposal of the study that would be carried out by her and has to be approved by a panel of two faculty members.

A student shall give a seminar to report/present the progress of her study within 6 weeks of the beginning of the semester for which at least two faculty members shall be present.

The external evaluation will be done by one external examiner and atleast one internal examiner during the final seminar which will be maximum of 45 minutes including both the presentation and the discussion.

75% Internal (50% for the process evaluation and 25% for the final viva and submission)

25% External (final viva)

i. Report

A student shall submit to the department two copies of the report of her seminar at least 3 weeks before the final seminar. Two copies of the final hard-bound seminar report will be submitted within a week after the viva.

G. Passing Criteria

- (a) 40 % each in internal and external assessment
- (b) Awarding the class would be done at the end of the Fourth semester based on the aggregate of all the semesters irrespective of the number of attempts to pass a paper.

Marks	Grade	G.P.
90-100	O+	7
80-89	O	6
70-79	A+	5
60-69	A	4
50-59	B	3
40-49	C	2
Below 40	F	-

Conversion Table for GPA

Range of GPA	Average Grade	Meaning of Grade	Meaning of range of marks in %
7 & above	O+	Superlative	Distinction
6 – 6.99	O	Outstanding	Distinction
5 – 5.99	A+	Excellent	Distinction
4 – 4.99	A	Very Good	First class
3 – 3.99	B	Good	Second class
2 – 2.99	C	Average	Pass class
0 – 1.99	F	Poor	Fail

H. Requirement to Keep Terms

The following rules regarding passing in examination and ATKT are applicable.

A student is allowed to keep a backlog (uncleared papers) of 1 paper in each semester. However, one gets only three attempts to clear a paper including the first attempt i.e. a maximum of one year to clear the backlog after which she has to leave the course.

14. Offering P G Diploma in Instructional Design (Interactive Multimedia) after completing 2 semesters of MET-CA

The students successfully completing Semester I and II will be offered P. G. Diploma in Instructional Design (Interactive Multimedia): PGDID (IMM) and those who successfully complete all 4 semesters would get MET-CA degree.

Post Graduate Diploma in Instructional Design (Interactive Multimedia) PGDID (IMM)	1 Year (2 Semesters)	40 credits
Master in Educational Technology-Computer Applications MET-CA	2 Years (4 Semesters)	80 credits

If any student who has been awarded the P.G. Diploma in Instructional Design wishes to continue for the Masters Course within the next two years, she would be allowed to rejoin by surrendering her PG Diploma in ID.

If a student wishes to leave after completion of two semesters, she would be offered P.G. Diploma in Instructional Design, provided:

- ❖ She has at least 75% of attendance during the first and second semesters;
- ❖ She completes her internal assignments and she fulfills her passing criteria for the first and second semesters.