Admission Started for August 2025 batch
DIPLOMA IN ADVANCED COMPUTER ARTS (DACA)

Admission Rulebook for
Diploma in Advanced Computer Arts

DACA Multimedia Course

Admission rulebook for the candidates to join C-DAC, ACTS's Diploma in Advanced Computer Arts.

Diploma in Advanced Computer Arts August 2025 batch
V1.1

Table of Contents

Contents

1. Preamble

This RULE BOOK is a guide for the aspiring candidates to join the Diploma in Advanced Computers Arts course. It provides the details of the course, how to apply, process of admission, selection criteria, entrance examination and its syllabus, documentations, fees training and placement.

The objective of the course is to develop technology professionals, having graduation in Fine Arts, in Multimedia domains to meet skill and capability.

C-DAC has designed and curated the curriculum for the DACA Multimedia domain to imbibe the technical skills amongst the aspiring candidates to become experts who will work in the Multimedia and gaming domain.

2. About Diploma in Advanced Computer Arts (Multimedia Domain)

The internet and its diverse applications encompassing every field and aspect of life has created numerous opportunities for the Web Page Designers. Besides Software Development Organizations, the Computer Animation Industry is in great need of Computer Artists. The unique Diploma in Advanced Computer Arts is undoubtedly a boon to the requirement of all these industries

The details of the course syllabus and objectives, educational eligibility are provided in the Annexure A.

The course requires the candidates to dedicate 6-8 hours per day for six days a week to cover the 1440 hours in about 52 weeks in physical classroom and lab sessions. At the end of the course, students meeting 85% attendance and other criteria will be eligible to appear in the C-DAC Course End Examination. Students successful in the examination will receive a certificate of Diploma.

2.1   Benefits

The selected candidates will benefit with the followings:

1. Candidate will get adequate knowledge and exposure in Multimedia and Animation as well as Gaming Domain that provides solid foundations for developing, analysing, and implementing Gaming Systems.
2. Candidates' active participation and completion of the Diploma course successfully will provide them with the gateway and an edge in the Multimedia and Animation domain to perform better in the Campus Placement Program (CPP) of the August 2026 batch.

3. Who can apply for the Diploma in Advanced Computer Arts (Multimedia domain)?

1. Candidate with any one of the following qualification is eligible for DACA Course

2. 10+2 / M.F.A. / B.F.A. / B.Arch / G.D. Arts / Engineering / Science / Arts / Commerce stream or other equivalent degree or diploma holders in the field of Advertising / Commercial Arts / Painting / Sculpture / Textile / Fashion Designing / Interior Decoration OR

3. Students from other academic backgrounds who have an artistic inclination and creative abilities are also encouraged to do this course. But they must qualify through the Entrance Test.

4. Applicants need to have basic Knowledge of using computers.

5. There is no age restriction for admission to C-DAC's Diploma course. Candidates who have appeared for the final examination of their qualifying degree in 2025 will also be considered for admission to the above courses. By qualifying in C-DAC's Entrance tests of June and July 2025, such university result-awaiting candidates can apply for provisional admission in August 2025 batch, subject to the condition that:

    (a) All parts of their qualifying degree examination shall be completed by the date of joining the course, and
    (b) Proof of having passed the qualifying degree with at least the required minimum marks shall be submitted at C-DAC by 31 Dec 2025.

Policies / Rules of C-DAC ACTS regarding admission process, course delivery and additional terms and conditions given in Annexure 'D' shall apply.

4. Training Centre and Seat Capacity

The Diploma in Advanced Computer Arts (Multimedia domain) will be conducted at below training centre:

Mumbai Educational Trust - Institute of Information Technology
Bandra Reclamation, Gen. Arun Kumar Vaidya Chowk, Bandra (W) – 400050
Tel: 022-39554256 Email: metiit@met.edu
The seating capacity for DACA course is **40 seats.**

5. Admission Process to Diploma Course
5.1 Application Process

- **Instruction for applicants wishing to apply to DACA course**

Eligible candidates who wish to apply to Diploma course of C-DAC ACTS can apply online through ACTS Website registration link. Candidate must follow the steps given here under to be consider for CET.
The eligible candidates can apply to undertake the Course Entrance Test (CET) through the online registration and application form on the C-DAC ACTS website (acts.cdac.in) by providing the required details and upload their PHOTOGRAPH taken within last three months.

The candidate is required to select "Mumbai" as the choice of city for appearing for the Course Entrance Test (CET).

There is INR 600 for registration or application fees charged from the candidates to apply for the CET. The CET registration fees have to be paid using the online payment gateway. It can be paid using netbanking, UPI, and credit/debit cards through the payment gateway that will be opened upon clicking the '*Make Payment*' step on the main menu of the application. C-DAC does not accept cash or demand draft (DD) from the candidates for the application fees.

5.2   Course Entrance Test (CET*)*

The admission to the DACA course is through a Course Entrance Test (CET) conducted at the MET, IIT Mumbai Training Centre. The candidate must appear for CET along with the issued admit card at the MET IIT Mumbai training centre as per the scheduled date and time provided in the admit card.

The CET will be conducted in a physical mode. The syllabus for the CET is given in Annexure-B. The duration of the CET will be 3 hours.

5.3   Result of CET

The result of the CET will be published on the ACTS website, indicating the ranking for each candidate. Qualified top-ranking candidates will receive an offer for an Admission letter.

The candidates need to confirm the admission to DACA course by providing the first Installment of the course fee of INR 10,000/- (Rupees Ten Thousand only) plus applicable GST through the online payment gateway on C-DAC, ACTS website.

If the candidate fails to confirm their admission (by not paying the first installment of the course fee), their seat allocation will be cancelled.

5.4   Document Verification

The candidates will be required to attend document verification process at the allocated centre within the timeframe indicated.

The CET-ranked candidates must undergo an document verification process conducted by the allocated training centre. The candidate must upload clear scanned copies of their government provided Identity proof, and educational certifications during the document verification process.

5.5   Final Selection to DACA

A final selection list of the candidates who have successfully completed the interview and document verification process will be published on the ACTS Website as per the schedule. The confirmed candidates have to join the training centre physically. Admission to DACA course is given based on ranking obtained in CET only.

In case a candidate is found to be non-eligible during any stage of the admission process or course delivery, his/her admission will be cancelled with immediate effect.

5.6 Course Fees

The DACA course will be delivered in fully Physical mode at the training centre. The total course fee is Rs. 1,00,000/- plus Goods and Service Tax as applicable as per GOI.

The candidate has to pay the course fee in two installments as per the schedule.

- The first installment is INR. 10,000/- plus Goods and Service Tax as applicable by GOI.
- The second installment is INR. 90,000/- plus Goods Service Tax as applicable by GOI.

The Goods and Service Tax (GST) is 18% as on June 2025 and shall be applicable as per the GOI at the time of admission.

The course fee includes expenses towards delivering classes, conducting examinations, final mark-list and certificate, and placement assistance provided.

The payment of course fees is done through online payment gateway. It can be paid using netbanking, UPI, and credit/debit cards through the payment gateway that will be opened upon clicking the '**Pay First Installment**' button on the candidate's logged-in page on the C-DAC website. Similarly, to pay the second installment, click on the '**Pay Second Installment**' button. No part payment of the fees will be allowed for any installment of course fees.

Candidates may take note that no Demand Draft (DD) or cheque or cash will be accepted at any C-DAC training centre towards payment of any installment of course fees.

6. Diploma in Advanced Computers Arts Training:

The candidates will join the training centre to pursue the Diploma in Advanced Computer Arts training as per the scheduled commencement on **August 21, 2025**.

The students have to attend the Diploma in Advanced Computer Arts course physically at the training centre and must mark their attendance regularly with a minimum of 85% attendance to take the maximum benefit of the theory and practical sessions conducted by the training centre.

The student must inform the course coordinator for any absence without fail. Students must adhere to general decorum, rules, do's and don'ts, and any prescribed rules and regulation by C-DAC from time to time.

7. C-DAC Course End Examination

The DACA students on completion of the training and having a minimum of 85% attendance will be allowed to attend the C-DAC Course End Examination as per the schedule. The results and certificates will be issued to the students who successfully qualified in the examination. Policies/Rules of C-DAC ACTS in this regard shall apply.

8. C-DAC Placement

The Placement Cell at the MET, IIT, Mumbai centre actively coordinates the task of organizing the Campus Interviews for all the successful students. The centre only catalyze the process of bringing the companies to the campus and enable students to go through the Campus Placement Program. The selection is solely governed by the requirements and recruitment policies of the various companies visiting our centre for campus recruitment.

Annexure A: Diploma in Advanced Computer Arts (DACA) course details

Overview

The advent of multimedia has had a profound impact on the various media services such as advertising, Film production, etc. In the present scenario, commercial artists who are familiar with computing technology have a wide range of opportunities in these market segments. Computer Artists can offer consultancy services to architects, interior decorators for visualizing 3D architectures, textile industry, fashion designers, publishing industry, education and training industry, tourism development, industrial design. They can also provide visualization support to film-makers. The internet and its diverse applications encompassing every eld and aspect of life has created numerous opportunities for the Web Page Designers. Besides Software Development Organizations, the Computer Animation Industry is in great need of Computer Artists. The unique Diploma in Advanced Computer Arts is undoubtedly a boon to the requirement of all these industries

TERM-I

Sr. No.	Module Name	Hours
1.	Introduction to Computer Fundamentals	30
2.	Digital Image-editing and effects • Photoshop • Illustrator	150
3.	2D Animation • Digital Video • Digital Audio	180
4.	Project	120
	Total	**480**

TERM -II

Sr. No.	Module Name	Hours
1.	UX process and Architecture	80
2.	UI and Web Design and Development	120
3.	3D Game and Product Modelling	160
4.	Project	120
	Total	**480**

TERM-III

Sr. No.	Module Name	Hours
1.	3D Character animation with Maya	220
2.	Digital Content	80
3.	DACA Portfolio presentation	60
4.	Project	120
	Total	**480**

TERM-I

Module-I: Introduction to Computer Fundamentals (30 Hrs)
Introduction to Computers, Power point presentation

Module-II: Digital Image-editing and effects (Graphic Design) (150 Hrs)
Photoshop: Conventional & Computer Art and Image Editing Techniques, Introduction to Photoshop interface, Concept of Layers, Tools selection types, Image Collage Techniques, Concept of Masking (Types of Masking), Introduction to Scanner, Digital and Painting (Brush, digital Tablet), Retouching Images (Clone Stamp, Healing brush, Patch Tool), Pixel Art and Gift, Adjustment layer, Typography

Illustrator: Bitmap vs vector, Viewing/opening documents, Title bar info, New document specifications, RGB v CMYK, Navigation, Rulers, Guides and grids, Tool Panel: Tool bar, rawing simple shapes, Pen tool, Selections, Transforming shapes: Transforming shapes, Duplicating shapes & transformations, Type Tools: Selecting and creating type, Font usage, formatting, Type wrapping around objects, Converting to outlines, Object Relations: Basic fill, Basic strokes, Positioning, Alignment, Transparency, Saving and Exporting: Saving for various software imports, Bitmap vs vector export

Module-III: 2D Animation (180 Hrs)
Principles of animation
Squash and Stretch, Anticipation, Staging, Straight Ahead Action and Pose to Pose, Follow Through and Overlapping Action, Slow In and Slow Out, Arc, Secondary Action, Timing, Exaggeration, Solid drawing, Appeal, Character Development, Character Model sheet, Visualization of different views, How to Draw Expressions, How to make Story-board, Story Board design, Camera visualization
After effect
Introduction to After Effects interface, Time line nonlinear editing, Video editing (Includes correct video setting), Character Animation (Rigging of character), Constrain of rigging, Typography Animation, Adding sound, Trimming and editing Video, Colour Correction, Exporting Video output.
Digital Audio
Basic Qualities of Sound, Digitization of Sound, Sound re-sampling, editing and mixing of WAV audio, Introduction to various File Formats,

Module- IV: Project (120 Hrs)

- Campaign, Press ad, Magazine Ad, Hoardings, Facebook, Static Banner Adaptation, Poster A3
- Corporate Stationary, Logo Design, Visiting Card, Brochure, Calendar Design, New product launch, Teaser Campaign, Restaurant Menu Card, 2D movie poster Book Cover Press ad, Magazine Ad, Hoardings.
- 2D animation Short Film, info graphic animation, 2D Logo Animation

TERM-II

Module –I: UX process & Architecture (80 Hrs)

Interviews: What is a User Interview?, How to conduct interviews as per Context, Collect data from different people as per context, https://www.interaction-design.org/literature/article/how-to-conduct-user-interviews, Observation: Interpretation of data which are collect in user interviews, Set focus and goals, https://www.interaction-design.org/literature/article/contextual-interviews-and-how-to-handle-them, Conceptual Model, User Model, Personas, Uses of personas in UX, https://www.interaction-design.org/literature/article/personas-why-and-how-you-should-use-them

Scenarios, Scenarios describe the stories and context behind why a specific user or user group comes to your site, https://www.usability.gov/how-to-and-tools/methods/scenarios.html

Wireframe, Prototype, Visual design, User testing

Module-II: UI and Web Design & Development 120 Hrs

Basic HTML coding with Note Pad, Introduction to Dreamweaver user interface, Dreamweaver insert menu, Cascading style sheet, CSS3 properties, Dreamweaver spry Menu, Responsive, Javascript, jQuery, What is CMS?, What is prototypes?, Hybrid Development (Mobile + Web + Tablet), Design Thinking, AI, Chatbots, etc.,

Module-III: 3D Game & Product Modelling (160 Hrs)

3D Max: Introduction to View ports and their navigation, Grouping, ungrouping and exploding, 2D spline Modeling, Modeling, Product Modeling, Modeling gazettes, Properties etc., Low poly modeling, Modeling for gaming, Material and Texturing, Using bump maps, noise and displacement, UVW unwrap, Texture Painting in Photoshop, Texture applying, Animation, Using track view controllers, Edit time, Keys and ranges, Animation constraints, Basic camera shots

Module- IV: Project (120 Hrs)

- Product wireframe on Mobile App, Web, Prototyping
- Responsive Web site
- Mobile App HTML pages designing (responsive)
- Low ploy modeling game properties (Game props), Logo Design and animation, Exhibition Tarde fair stall modeling and texturing

TERM-III

Module-I: 3D Character Animation with Maya (220 Hrs)

Maya User Interface, 3D navigation and concepts, Modeling, Character Modeling, Material, Texturing, Lighting, Rigging and Skinning, Animation,

Module-II: Overview – Digital Content (80 Hrs)

Digital Media (Content), Motion Graphic, Online Advertisement – (Flash, Adobe Edge, and Google Web Designer), Email Marketing – (Photoshop, HTML, CSS), Landing Pages – (Photoshop, HTML, CSS, Responsive, JS), Overview - How Digital Marketing works: Social Media, Content, Influencers, Remarketing
Interactive banners, Platform specific

Module –III: DACA Portfolio Presentation (60 Hrs)

Module-IV: Project (120 Hrs)

- Social Posts, Gif animation post, Facebook Post, Digital advertising, Web banner, Over all digital marketing workflow, Motion graphic
- 3D Short film animation (Character animation)
- DACA Students Project work on **YouTube** site MET DACA.

Annexure B: Syllabus of CET

The CET of three hours shall consist of test comprising of 5 questions. Each question shall carry twenty mark

total of 100 marks.

1. CET for DACA course will try to test the visualization abilities, artistic skills & knowledge relating to communication media.

2. Following type of questions will be included in the **CET** paper:

   i. Visualization of story board (Series of pictures depicting a story)
  ii. Designing icons for communicating different concepts
 iii. Visualization of objects from different viewpoints and
  iv. Descriptive questions (such as description of an event)

   No special preparation is required for appearing for the CET. The students may bring pencils, pens and dry colour (Colour pencils or crayons only). It is not mandatory to use colours.

Annexure C: Important Dates

S. No	Activities	Dates	
1.	Start of online Registration and Application	May 28, 2025	
2.	Last date of Online Registration and Application and Payment of registration fees	June 12, 2025	July 17, 2025
3.	Course Entrance Test (CET 1 & CET 2)	CET 1: 11:00 am June 14, 2025	CET 2: 11:00 am July 19, 2025
4.	Announcement of CET1 & CET 2 Results	June 20, 2025	July 25, 2024
5.	Payment of First installment of course fees - Rs. 10,000/- plus GST	July 01, 2025	August 05, 2025
6.	Payment of Second installment of course fees - Rs. 90,000/- plus GST	Aug 18, 2025	
7.	Commencement of course	Aug 21, 2025	

Annexure D: Additional Terms & Conditions

(a) Candidate/student agrees that the information provided by them during application/ admission/ course through forms, emails, or other means are correct. Candidate/ student allows C-DAC to use the information provided by them for its own purposes, to the extent allowed by applicable laws, and contact them for communication through notification on its websites, emails, or SMS.

(b) The city, dates, etc. for CET are indicative/tentative and may change as per evolving pandemic related orders of the government and local authorities. C-DAC may allot any city or centre for operational and practical reasons at its own discretion.

(c) Candidate/student agrees to provide reasonable additional information including, but not limited to, identification, fingerprint, audio / video surveillance, etc. for conduction or proctoring of physical or online examination for admission or course progression.

(d) C-DAC reserves the right to modify or cancel any parts of the Admission Rule-book, processes and results including, but not limited to, exams, mode of exams, question papers, announced dates, courses, syllabus, cities, centres, intake capacities, ranks, seat allocation, candidatures, admissions, etc. as it deems fit, partly or wholly, at any stage without assigning any reasons thereof.

(e) Application to the DACA course by candidates and/or admission in DACA course by students shall indicate their acceptance of all Terms & Conditions, Conduct Rules, Dos & Don'ts, etc. as may be prescribed by C-DAC from time to time. C-DAC shall have the right to impose appropriate disciplinary and other penalties for violation of prescribed terms and rules, including cancellation of candidature, admission, placements, and/or award of certificate.

(f) In case a candidate is found to be non-eligible during any stage of the admission process or course delivery, his/her admission will stand cancelled with immediate effect and he/she will be subjected to the forfeiture of the caution deposit.

(g) Use of any unfair means, coercion, inducement, violent, indecent, disorderly, threatening, or offensive behaviour or language by way of gesture, voice, writing, symbols, etc. shall constitute ground for suspension/expulsion from CET and/or course, or debarment from joining/attending C-DAC examination(s) and/or course(s) in future. Decision of C- DAC in this regard shall be final and binding. Such students may be subjected to the forfeiture of the caution deposit.

(h) All communication from candidates must be made only to the email addresses and phone numbers given in relevant sections of this Admission Rule-book. **Sending emails or phone calling or messaging directly to officials of C-DAC or ATCs is prohibited.**

(i) All decisions of C-DAC with regards to the admission provisions, processes and results shall be final and binding on all candidates/students.

Annexure E: Flowchart for Diploma Course

```
                    ┌──────────────┐
                    │    Start     │
                    └──────┬───────┘
                           ▼
        ┌──────────────────────────────────────┐
        │ Registration & Application Form       │
        │ filling for CET (Course Entrance Test)│
        └──────────────────┬───────────────────┘
                           ▼
                    ╱───────────╲                        ┌──────────────────┐
                   ╱   Course     ╲      Not Qualified   │ Disqualify for   │
                  ╱    Exam         ╲ ───────────────────▶│ Diploma Course   │
                   ╲  Conduction   ╱                      └──────────────────┘
                    ╲───────────╱
              Qualified │
                        ▼
                    ╱───────────╲                        ┌──────────────────┐
                   ╱  Document    ╲      Rejected         │ Disqualify for   │
                  ╱  Verification   ╲ ───────────────────▶│ Diploma Course   │
                   ╲  Conduction   ╱                      └──────────────────┘
                    ╲───────────╱
              Selected │
                       ▼
        ┌──────────────────────────────────────┐
        │ Rs 100,000/- Course fees plus GST     │
        └──────────────────┬───────────────────┘
                           ▼
        ┌──────────────────────────────────────┐
        │ Diploma Course Execution              │
        └──────────────────┬───────────────────┘
                           ▼
                    ╱───────────╲                        ┌──────────────────────┐
                   ╱  Student     ╲   Attendance < 85%   │ Not eligible for CCEE│
                  ╱  Attendance     ╲ ───────────────────▶│ & Not eligible for   │
                   ╲  Check        ╱                      │ CPP                  │
                    ╲───────────╱                         └──────────┬───────────┘
        Attendance >= 85% │                                          ▲
                          ▼                                          │
        ┌──────────────────────────────────────┐                    │
        │ Eligible for CCEE                     │                    │
        └──────────────────┬───────────────────┘                    │
                           ▼                                         │
                    ╱───────────╲                  No               │
                   ╱  Appeared     ╲ ──────────────────────────────▶│
                  ╱  for CCEE &      ╲
                   ╲  Got Clearance ╱
                    ╲───────────╱
                Yes │
                    ▼
        ┌──────────────────────────────────────┐
        │ Placement Assistance                  │
        └──────────────────┬───────────────────┘
                           ▼
                    ┌──────────────┐
                    │     End      │
                    └──────────────┘
```