

RULES AND REGULATIONS OF THE PGDCA COURSES (SEMESTER SYSTEM)

(Proposal for Revision 2007)

- 1. Duration of the course**
The duration of the PGDCA/PDSE (Part time) courses will be of three semesters over a period of one and a half years and PGDCA (Regular) courses will be of Two semesters over a period of one year.
- 2. Medium of Instruction**
The medium of instruction in all the theory and practical subjects shall be in English.
- 3. Minimum Qualification**
For PGDCA (Part time): A degree recognized by any one of the Universities of Kerala with a minimum of 45 percentage marks
For PGDCA (Fast Track): A degree recognized by any one of the Universities of Kerala with a minimum of 60 percentage marks
For PDSE: A Diploma with a minimum of 50% marks aggregate, issued after studying a 3 years course recognized by the Board of Technical Education, Kerala.
- 4. Instructional duration in an academic year**
 - a. Each Semester consisting of a minimum of 20 weeks of instruction, including intervening holidays, but excluding the period of examinations and study holidays.
 - b. The course will follow Semester pattern, with an End semester examinations, conducted by the Board of Technical Examinations, Kerala state.
 - c. Classes will be held on all weekdays 2.5 hours per day and thereby 12.5 hours per week for part time candidates and a minimum of 18 hours per week for fast track candidates.
- 5. Minimum attendance required for obtaining eligibility to appear for the examination.**
 - a. A candidate must secure a minimum of 80% attendance in Semester, in order to secure the eligibility to appear for Each Semester Examinations.
 - b. In the case of those students with 65% or more attendance but could not attain 80% attendance due to Medical reasons, the head of Institution, at his/ her discretion, may grant the eligibility to appear for the examination, subject to the remittance of "Condonation fee", fixed by the Government from time to time.
 - c. Students who have secured less than 65% attendance are not eligible to apply for "Condonation", and will not be allowed to appear for the examination under any circumstances.
 - d. Students who have shortage of attendance, but not condoned, in any semesters are not eligible to be promoted to the higher semesters. They may seek re-admission.
- 6. Scheme of Evaluation**
 - a). The scheme of evolution shall consist of (1) Internal assessment (Sessional) and (2) End Semester examinations in Theory and Practical Subjects. The marks for End Semester Examinations, and Internal Assessment, both for the Theory and Practical papers will be 100 and 50 respectively. Details of break up of marks are given in the Scheme of Study.
 - b. The Total marks (Internal and End Semester Examination) will be as follows.

**For PGDCA& PDSE (3 Semester Part Time)
For PGDCA 1 Year Fast Track (2-Semesters)**

750 Marks/Semester
Semester I- 1200 Marks
Semester II- 1050 Marks

7. **Award of Internal assessment marks.**

a) In respect of theory subjects the award of Sessional mark will be on a Continuous Evaluation method, based on tests, assignments and attendance in the proportion of 40% for tests, 40% for test assignments and 20% for attendance. There will be a minimum of two tests and Two Assignments, and all the 2 Test papers and 2 Assignments are taken in to account for the calculation of Final Internal Assessment Marks.

b). Split up of Internal Assessment Marks.

A. Attendance:

Sl.No	Percentage of Attendance	Marks to be awarded (Computed for 10 Marks)
1	Below 65	Zero
2	65 to 79	4
3	80 to 84	5
4	85 to 89	6
5	90 to 94	8
6	95 and above	10

B. Practical:

Sl No	Criteria Component	Marks to be awarded
1	Observation/ Rough Record	20%
2	Fair Record (Timely Submission, Accuracy and Neatness)	20%
3	Lab Attendance	20%
4	Computer lab tests	40%

Percentage of Attendance for that particular subject only is counted here.

C. Seminar

Sl..No	Criteria Component	Marks to be awarded
1	Relevance of Topic	10%
2	Collection of materials	20%
3	Presentation (Presentation using Audio visual Projectors and Delivery)	40%
4	Question-Answer/ Discussion	20%
5	Seminar Report	10%

D. Project Work

SI.No	Criteria Component	Marks to be awarded
1	Relevance of Project Work & Selection of languages and programming tools	10%
2	Knowledge in the language and the project topic	10%
3	Preparation of SRS,UML Diagrams/ data flow diagrams etc	20%
4	Proficiency in Design, coding and testing the project work	30%
5	Role of the candidate in the project Team	20%
6	Project Report	10%

- c). The faculty concerned will maintain a record of all details regarding Attendance and Internal Assessment marks awarded in the prescribed log book. The students can represent their grievances, if any, in respect of marks awarded, to the concerned Head of institution for clarification.
- d) The students are required to keep a record of all their laboratory exercise performed by them in the form of a laboratory record. This record has to be authenticated by the teacher in charge of the laboratory before he is allowed to take the practical examinations. No students will be permitted to take any practical examinations without bona fide Record.

8. END EXAMINATION

- a) In each theory subject, there will be an end examination in each Semester conducted by the Board of Technical examination, Kerala State as per the pre-announced notification of examinations. The time table for the examination will also be informed to the students ahead of their conduct.
- b) The question paper for each Theory paper will consist of two parts.

Part A- for a maximum of 20 marks containing 10 short answer types questions of 2 (Two) marks each (answer in one or two sentence) covering the whole subjects area. There will be no choice in part A.

Part B- Consists of 10 structured essay type questions of 16 marks each with two questions from each of five units in a subject. Students will have to attempt one question from each unit to score the prescribed maximum of 80 marks.

The part A and art B will be given together in one question paper.

- c) For practical end examinations, the Board of Technical Examinations, Kerala State will appoint examiners who will set a question paper consisting of Practical exercises.

Each candidate will have to answer TWO questions.

The first question should be from modules I to III

The second question should be form modules IV and V

09. Minimum marks for a pass

a) A candidate must secure a minimum of 40% marks in the End Semester examination in Theory, Practical and 50% for total (Internal+ Theory/ Practical) for a pass in each subject.

10. Rules for promotion to the Higher Semesters

Candidates shall be allowed to go to the next higher Semester, if he/she attended the previous Semester and has fulfilled the conditions of attendance required and registered for the concerned semester examination.

11. Classification of successful candidates

a) Candidates shall be declared to have passed the PGDCA course only if he/ she has secured a Pass in all the theory and practical subjects in all the Semesters of Study.

b) There will be 3 classifications of passed candidates namely..

First class with Distinction

First Class and

Second Class

c) The total marks of all the semesters shall be considered to classify the successful candidates. The marks obtained in all the semesters will be added the percentage of marks is worked out.

FIRST CLASS WITH DISTINCTION:

A candidate will be declared to have passed the PGDCA Course in First Class with Distinction if he/ she secures not less than 75% of the aggregate marks in all Semesters put together and passes all the above semesters in the first appearance itself, within the stipulated period of normal study, ie, Three Consecutive Semesters in respect of PGDCA/PDSE and two semesters in respect of PGDCA fast track without any break.

FIRST CLASS

A candidate will be declared to have passed the PGDCA Course in First Class if he/she secures not less than 60% of the aggregate marks in all Semesters put together and passes all the above semesters, within two consecutive chances including his regular appearance offered by the board.

SECOND CLASS

All other successful candidates will be declared to have passed in the Second class

12. Maximum duration of the PGDCA

Normal duration of the course is 3/2 consecutive Semesters, over a period of one and a half years/ One Year as stated in para 01. However in the case of those who have not acquired PGDCA within the stipulated minimum duration of 3/2 Semesters he/she acquire the PG Diploma taking a maximum duration of another 2 Years However the maximum number of chances to appear for the End Semester examination is limited to 3 including his/her regular chances.

13. Cancellation of candidature in the Examination

If a candidate desires to cancel his candidature for end semester Examination he/she should forward the duly filled in application form, recommended by the Head of institution along with the required fee so as to reach the office of the Controller of technical examinations within 10 days after the completion of the last theory examination of that particular semester examination. For those who have applied for the examination and absent without canceling their candidature, it will be treated as an attempt / chance. Cancellation of candidature in the PGDCA Examination is allowed only once for a particular Semester examination Candidates reported for malpractice will not be eligible for cancellation of examination.