

*No. DB1/7787/2013/IHRD (2)*

*Dated: 29<sup>th</sup> January, 2014*

From

The Director

To

All Heads of Institutions  
except Engineering Colleges.

Sir,

***Sub: - IHRD – DCA Examination – March, 2014 conducting of – reg: -***

***Ref: - 1. This office circular No. DB1/7787/2013/IHRD dtd 17.07.2013.***

***2. This office exam notification of even No. dtd 29.01.2014.***

Please refer to this office circular and exam notification cited. It is proposed to conduct the DCA Regular/Supplementary Examinations during March 2014. Copy of the exam notification is available in the IHRD website. A copy of the notification may be displayed on the notice board for information of the students. Further, copy of the notification should also be circulated among the faculty and supporting staff of your institution with direction to intimate the concerned students regarding the date and time of the examination. The examination schedule is furnished below.

#### **SCHEDULE OF EXAMINATION**

Date of publication of notification	:	29.01.2014
Last date for receipt of application for registration from the candidates in the respective examination centres	:	15.02.2014
Date of closure of semester course	:	15.03.2014
Receipt of application for special sanction for registering for the examination at IHRD HQ, Thiruvananthapuram.	:	18.02.2014
Receipt of consolidated list of candidates along with their application and other documents such as list of candidates, etc. in the IHRD HQ, Thiruvananthapuram.	:	18.02.2014
Receipt of sessional marks and attendance details of candidates registered for the examination in the IHRD, Thiruvananthapuram, from the examination centres.	:	May be forwarded to the Director, before completion of theory exams.
Forwarding of examination materials such as question papers and hall tickets to the examination centres.	:	20.03.2014

Commencement of theory examination	:	26.03.2014
End of theory examination	:	28.03.2014
Date of completion of practical examination for respective course	:	Before 10.04.2014
Submission of Practical examination marks to IHRD Head Quarters	:	15.04.2014

The list of candidates registered for examination along with the details of remittance of examination fee should be forwarded to IHRD, Thiruvananthapuram along with application for registration and 'A' List. The examination fee in respect of the supplementary candidates with separate 'A' List may also be forwarded along with the list of regular candidates. The details of examination fee remitted to IHRD in respect of regular as well as supplementary candidates registered for the examination should be furnished separately. In the absence of complete details, Hall Ticket will not be issued for the examination centre for which the Head of the Institution will be personally responsible. Candidates who are availing additional chance for writing examinations should submit application for special sanction within the stipulated time. Application for special sanction received after 18.02.2014 at this office will not be considered under any circumstances and they will not be permitted to write the March-2014 examination.

As per the rules and regulations for the above examinations, minimum attendance required to register for the examination has been mentioned in the prospectus. The Head of Institutions can grant condonation of shortage of attendance as per the relevant rules in the prospectus collecting condonation fee. The students should be informed of the above position.

The date of completion of the course for reckoning the attendance in respect of DCA course is 15.03.2014. The application of the candidates who have not secured the minimum percentage of attendance even after allowing condonation should not be forwarded to this office.

The head of institution will be the Chief Superintendent of the examination in the respective centres. The Chief Superintendents are authorized to conduct both theory and practical examinations as per the time schedule and as per the examination manual issued. They may engage internal as well as external examiners from the nearest IHRD institutions to conduct practical examinations. If necessary, faculty members from outside the IHRD may also be engaged wherever necessary. The heads of Institutions are also authorized to pay remuneration to the internal as well as external examiners as per the existing rules. The Chief Superintendent should collect the mark list for the practical examinations and forward to this office as per the time schedule.

The Chief Superintendent should ensure that sufficient stock of Exam Answer books, is available in that centre, and if any shortage/deficiency is noticed, it should be intimated before 28.02.2014.

The application for registration received by the Chief Superintendents should be verified with reference to the relevant records and ensure its correctness and then prepare the 'A' List. The correctness of the entries in the application and 'A' List with reference to the admission register should be ensured by the Chief Superintendent before forwarding the same to this office. The Chief Superintendent should furnish a certificate to this effect in the covering letter while forwarding the 'A' List and registration form to this office. Variation in the entries, if any, noticed later will be viewed very seriously.

The Hall tickets for candidates will be prepared and forwarded to the examination centres as per the schedule noted above.

*Yours Sincerely*  
*Sd/-*  
*DIRECTOR*

Encl: As stated

*Approved for Issue*

*Head Clerk*

No. DB1/7787/2013/IHRD (1)

Dated: 29<sup>th</sup> January, 2014

## **NOTIFICATION**

The DCA Regular/ Supplementary Examinations are scheduled for March 2014. The Time Table for the above examination is as detailed below

### **DIPLOMA IN COMPUTER APPLICATION** **Regular / Supplementary – 2010 Scheme**

Date	Time	Subject
26.03.2014	10.00am to 12.00 pm	DCA-101, PC Hardware & Operating Systems
27.03.2014	10.00am to 12.00 pm	DCA-102, Office Automation Packages
28.03.2014	10.00 am to 12.00 pm	DCA-103, Networking & Web Technology

Eligible candidates who are studying/studied for the course under IHRD may register for the above examinations.

Application form for registration for the examinations can be had from the office of the centre in which the candidates are studying/studied on all working days upto 15.02.2014. Last date for submission of application for registration to the examination at the centre in which the candidate is studying/studied is 15.02.2014. Regular candidates are not required to remit the examination fee again. All candidates appearing for the supplementary examination should remit the examination fee at the rate of Rs.200/- per subject, subject to a maximum of Rs.750/- per course in the respective centres along with the application for registration. Late and defective application will not be considered.

*Sd/-*  
**Dr. P.S. Sreejith**  
**DIRECTOR**

*Approved for Issue*

*Sd/-*  
**Head Clerk**