Rules and Regulations for the DCA Programme
(with effect from June 2011)

1. Eligibility for Admission.

1.1   Any person, who has passed Plus two or equivalent is eligible for admission to the DCA Programme.   The upper age limit for admission to general candidates is 50 yrs.   But for those candidates who belong to SC/ST category and claims educational concession, the upper age limit will be as specified by the Scheduled Caste/Scheduled Tribes Development Department for awarding educational concession.

1.2   Each training centre will be treated as a separate unit and any request for transfer of training centre will not be normally considered.

2. Duration.

2.1   The Diploma in Computer Applications(DCA) course comprises of one semester(6 months) and the semester shall have maximum 5 months(18 to 20 weeks, including intervening holidays, Total 300 Hrs.) of academic activities and 1 month for examination(including study leave period of one week). However, the Head of Institutions shall decide the training schedule (ie. No. of days/week, course timing etc.) suitable for each Training centre, so that academic activities can be completed as per the scheme, within 5 months period from the date of commencement of regular classes.

2.2   The final examination at the end of the course will be conducted by IHRD. The medium of instruction in all the theory and practical subjects shall be English.

3. Registration for DCA Examination.

3.1   The final examination will be conducted by the IHRD, immediately after the completion of training. The candidates have to appear for the final examination at the training centre itself and any request for change of exam centre will not be considered.   In case, any exam centre is cancelled due to insufficient no. of candidates, candidates of that centre will be re-allotted to the nearest examination centre.

3.2 Only those candidates who have secured a minimum of 75% of the attendance during the course are eligible for the registration for the regular examination. The Heads of Institutions are authorized to condone the shortage of attendance up to 10% on valid reasons, on payment of the prescribed condonation fee at his/her discretion.   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.

3.3   The student who has secured the minimum required attendance in the course and has registered for the regular examination, will be treated as having "completed the course". Students who have shortage of attendance, but not condoned, during the course are not eligible to appear for the final examination. They may seek re-admission.

3.4   The registration of candidates for the final examination will be conducted   around   mid-semester.   The students have to apply for Exam. Registration though the Head of Institution in the prescribed format. Photo copies of the application forms can also be used.   For regular exam registration, a copy of the SSLC certificate also should be attached along with the application for registration.

3.5 A candidate will be allotted temporary registration for examination on receipt of his application for registration to the final regular examination during the mid of course.   However, he/she will be eligible for appearing the regular examination only if he/she secures required minimum attendance at the end of course.   The temporary registration of the candidates who have not secured the minimum attendance stands cancelled automatically and the candidate will have no claim for appearing the regular examination on the basis of earlier temporary registration.

3.6 A candidate will have up to four consecutive chances for appearing the final examination from their registration to the regular examination. All supplementary exams conducted subsequent to a regular examination will be treated as a chance, irrelevant of whether the candidate has registered for those exams or not.

3.7 If a candidate wish to register for a supplementary examination beyond permitted maximum chance, they have to obtain a written sanction for a special chance, from the Director, IHRD . The application for sanction of special chance shall be forwarded through the Head of training centre, at least one month before the registration period of next supplementary examination. A special sanction for appearing an exam will be granted only if, a scheduled exam on the same scheme is proposed to conduct in the next exam season and the candidate satisfies all other eligibility conditions. The candidate who gets special sanction to appear for a supplementary exam. should enter the sanction order details in the application form for registration.   They have to remit prescribed fee for special sanction along with the normal exam fees. The special sanction once granted is valid only for the supplementary examination mentioned in the order and cannot be utilized for any other future exams.

3.8 The candidates for registration to supplementary examination shall apply in the prescribed form through the Head of Training centre along with the payment of required examination fee.   A supplementary candidate is eligible for a valid registration, only if he/she is within the allowed maximum chance for appearing the final examination or a special chance for appearing the final examination is sanctioned by the Director of IHRD.

3.9 If any candidate is subsequently found ineligible for registration to a supplementary examination as per rules, has applied for registration by mistake or covering facts, his/her request for registration will be treated as void and the exam fee remitted will not be refunded. A candidate will have no claim for an exam registration on the basis of exam fee remittance, unless he/she satisfies all eligibility criteria as per rules.

4. Examination rules.

4.1 Candidates who have not secured the minimum attendance during the course or those who have failed for Continuous Evaluation even for one subject have to repeat the course by paying the prescribed fees.

4.2 The minimum marks required for a pass in each subject will be 50% of maximum marks.
[ie, for theory/practical(End of Course Assessment) and the Continuous Evaluation(CE) put together.] However, individual minimum of 50% is required for theory/practical(ECA) and CE of each subject, separately.   There is no provision for improvement of CE marks, unless the candidate repeats the course.

4.3 The students who had failed for final regular examination will not be permitted to register in compartmental or piece meal appearance. They have to register for all failed subjects in the supplementary examination.

4.4 There will be no cancellation or improvement possible for the final examination.

4.5 A candidate can apply for the revaluation or re-counting of answer scripts on the following conditions.

i) The application for revaluation/re-counting of answer scripts shall be submitted in the prescribed format through the head of institution along with the required fee, within 10 days of receipt of mark lists or within 15 days of date of publication of result, which ever is earlier.

ii) The revaluation/re-counting fee once remitted will not be refunded under any circumstances.

iii) The revised marks list will be issued, if there is an increase in marks during re-counting.

iv) For revaluation, the revised marks will be awarded only if there is a minimum of 10% increase in marks awarded during first valuation.

4.6   The students have the opportunity to point out the mistakes in Name, sex, date of birth etc. given in the hall ticket by making necessary correction in the copy of A-list, at the time of receiving hall tickets. They can also submit request for correction through the head of training centre, with a copy of the SSLC certificate any time, before the publication of results.   These changes will be corrected free of cost.   But, once mark list/diploma certificate is prepared and forwarded to the training centre for issue, any correction of above details will be made on the following conditions.

a) A request shall be submitted along with the mark list/diploma issued in original and a copy of the SSLC certificate.

b) Correction fee for Mark list/Diploma certificate should be remitted.

c) Any other mistakes in marks entered in the mark list will be corrected free of cost on surrender of original mark list.

4.7 i) Those who pass the final examination in the first chance securing an aggregate of 75% or more marks will be declared to have passed the course in " First Class with Distinction".

ii) Those who pass the final examination in the first chance securing an aggregate of 60% or more marks will be declared to have passed the course in " First Class".

iii) All other successful candidates will be placed in the "Second Class".

4.8 All successful candidates will be awarded a Diploma by the IHRD.

4.9 A provisional certificate will be issued to successful students, if applied within 3 months from the date of publication of results. Application in the prescribed format duly recommended by the head of training centre should be submitted to the Director IHRD, along with the prescribed fees and proof of Identity. The provisional certificate once issued, will be valid for 6 months from the date of issue or till the Diploma certificates are issued, whichever is earlier.

5. Other rules :

5.1 The Fees once paid is non-refundable under any circumstances, unless stated otherwise.

5.2 Any request to the Director, IHRD, related to the course/exam matters shall be submitted through the head of training centre only.

5.3 The original mark lists will be issued to the candidates on production of relevant hall tickets only.   If hall ticket is lost, candidates have to produce SSLC certificate and any photo identity card issued by a Govt. agency, as a proof of identity.   Mark list for final examination can also be collected though authorized person by producing documents mentioned above and an authorization letter duly signed by the candidate.

5.4 Diploma certificates should be collected directly by the candidate, by surrendering the ID card issued during admission.   If ID card is lost, a candidate has to submit an application for issue of diploma along with any Photo ID card issued by a Govt. agency and the original of the mark list to prove identity.   In case, the candidate is unable to collect the diploma certificate in person, he/she can request to the head of training Institution to issue it through post.   For this purpose, candidate has to submit an application to the head of training centre, along with the ID card, necessary clothed envelope and sufficient postage stamps.   The head of training centre or IHRD will not be responsible for any loss or damage of certificate send through the Post as per the request of the candidate.

5.5   If the original mark list/Diploma certificate is lost or damaged due to unfortunate reasons, the candidate can apply for the duplicate mark list/Diploma certificate on the following conditions.

   i) Application for duplicate certificate must be in the prescribed form and should be routed through the head of the training Institution, along with the prescribed fee.
   ii) If the certificate/mark list is lost due to fire/flood or accident, the remnants, if any, should be produced along with the application.
   iii) If remnants is not available, a certificate showing that the original mark list/certificate has been irrecoverably lost due to fire/flood/natural calamities from a judicial officer, not below the rank of a stipendiary Magistrate/ notary public, should be produced along with the application.
   iv) If the certificate/mark list was lost due to theft/burglary the date and time of such incident and certificate as stated (iii) above should be produced along with the application.
   v) If the certificate/mark list was lost under any other circumstances, a report showing the circumstances and a certificate as mentioned in (iii) above should be produced along with the application.

5.6   If a candidate submits an application for not-joining the course within 7 days of admission and has not attended any of the theory/practical classes, he/she is eligible for a refund of 75% of the tuition fee paid at the time of admission. All other fees paid at the time of admission other than caution deposit is non-refundable.

5.7 The request for forwarding official transcript should be directly send to the Director, IHRD with the following details.
   i) Copies of all mark lists & Diploma certificate.
   ii) Prescribed fee by way of Demand Draft drawn in favor of Director, IHRD, Thiruvananthapuram, Kerala, payable at Thiruvananthapuram.
   iii) The complete postal address with PIN/ZIP code, state, country etc. of the addressee to whom the transcript & documents are to be sent.

      The fee for official transcript is non-refundable and the Director, IHRD will not be responsible for any loss/ damage of transcript/documents sent through the post.

5.8   The Director, IHRD, is vested with the power to amend/interpret the above rules at any time and his decision shall be final.

Thiruvananthapuram   Sd/-
May 21, 2011   Director

Annexure-I

Fee details for DCA Programme
(with effect from June 2011)

The various fee details mentioned in the Rules and Regulations for the DCA Programme is as follows.
The Fees once paid is non-refundable unless stated otherwise.

Sl.	Particulars	Fees (Rs.)
1	Fee details of the course 　　　a) Admission fee 　　　b) Tuition fee 　　　c) Exam. Fee 　　　e) Internet Fee 　　　d) Caution Deposit(*refundable*)	Rs. 　300/- Rs. 6,000/- Rs. 　750/- Rs. 　150/- Rs. 　500/- Total : Rs. 7,200+500(CD)
2	a) First Installment of Fee to be paid at the time of admission. 　　　a) Admission fee 　　　b) Tuition fee 　　　c) Exam. Fee 　　　d) Internet Fee 　　　e) Caution Deposit(*refundable*) b) Second Installment of Fee to be paid during third month of admission. 　*(Fine Rs. 10/- per day including holidays after last date, subject to a maximum of Rs. 300/-)*	Rs. 　300/- Rs. 3,000/- Rs. 　750/- Rs. 　150/- Rs. 　500/- 　　Total : 4,700/- Rs. 3,000/-
3	Fee for issuing duplicate ID-cards	Rs. 　25/-
4	Fee for condonation of shortage of attendance	Rs. 　500/-
5	a) Exam. Fee for all papers of Regular/ Supplementary examination. b) Exam. Fee for supplementary examination	Rs. 　750/- Rs. 　100/- per theory paper Rs. 　200/- per practical paper
6	Re-admission fee for the candidate removed from rolls due to continuous absence of 15 working days or non payment of second installment of fees within the time limit of maximum fine period.	Rs. 　300/-
7	a) Special sanction Fee for first time b) Special sanction Fee for subsequent chance c) Fee for mercy chance exam., if conducted	Rs. 　300/- (+ normal exam. fee.) Rs. 　750/- (+ normal exam. fee.) Rs. 　750/- (+ normal exam. fee.)
8	a) 　Fee for re-counting of answer scripts b) 　Fee for re-valuation of answer scripts	Rs. 　150/- per script Rs. 　300/- per script
9	a) 　Fee for issuing duplicate marksheet/Diploma b) 　Fee for issuing Triplicate marksheet/Diploma	Rs. 　250/- per document. Rs. 　500/- per document.
10	Fee for issuing corrected mark sheet/diploma	Rs. 　50/- per document.
11	Fee for issuing Provisional Diploma certificate	Rs. 　200/-
12	Fee for issuing official transcript	Rs. 　750/-

****

Note: A copy of the rules & regulations shall be displayed in the notice board at the time of admission to the course and a copy duly signed by all the students admitted shall be kept at the training centres.