GOVT. POLYTECHNIC COLLEGE, MANJERI

DIPLOMA IN COMPUTER APPLICATIONB   (DCA)
[Approved vide GO(Ms)No.37/2012/P&ARD dated.16/7/2012]

I. INTRODUCTION
Computer knowledge is essential in all types of jobs. It will give added waitage to the job seekers. This curriculum is framed so as to impart the theoretical and practical knowledge in computer application such as windows , Linux , word processing, spreadsheets, Presentation , Internet, Open Office, DBMS, Malayalam computing, etc. The course Diploma in Computer Applications (DCA) of CCEK is approved by Government of Kerala vide GO(Ms)No.37/2012/P&ARD dated.16/7/2012 of the Personnel and Administrative Reforms Department, Government of Kerala as a qualification for appointments through Kerala PSC.

II. ELIGIBILITY FOR ADMISSION
> SSLC (Minimum Qualification)

III. DURATION OF THE COURSE
> SIX months (Saturday, Sunday & Holidays)

IV. MEDIUM OF INSTRUCTION
The medium of instruction in all the theory and practical subjects shall be English & Malayalam.

V. COURSE FEE
The course fee is Rs. 7000/-
The fee can be collected in three equal installments at the discretion of the sub-centre.

VI. EXAMINATION FEE
Fee for registering regular examination –Rs.300/-. Fee for supplementary examination-Rs. 100/- per paper Examination fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.

VII. EXAMINATION
There will be an examination for theory and practical subjects as per the notification of the Director, C.C.E.K.

VIII. RULES AND REGULATIONS FOR EXAMINATION AND PROMOTION
1) Duration of the course is six months
2) The minimum qualification prescribed for admission is SSLC.
3) The examinations will be conducted by C.C.E.K.
4) Minimum attendance required for a candidate to register for the examination is 70%.
5) Shortage of attendance up to 15% can be condoned in deserving cases on payment of prescribed condensation fee of Rs.200/- on the recommendation of the course coordinator of the sub-centre. Condonation fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.
6) No candidate will be allowed to register for examination in piecemeal. If in any case this happens, registration shall automatically be cancelled at any stage of the process of the examination. The Board of Examination has the discretionary power to relax the condition in exceptional cases, if found necessary.
7) Each candidate is entitled for three chances to pass the examination, including the regular with in a period of 2 Years after the registration for the first examination.
8) A minimum of 35% marks in theory and practical is required to pass in each subject
9) Supplementary examination fee of Rs. 100/- per paper will be charged subject to a maximum amount of Rs. 500/-

10) There will be 5 classifications of passed candidates in the following grading system.

35 to 50%	C
51 to 65 %	B
66 to 80%	B+
81 to 90%	A
91 to 100%	A+

11) The total marks shall be considered to classify the successful candidates.
12) Revaluation for theory papers is done on application addressed to the Director, C.C.E.K. within 15 days of the publication of the results, along with revaluation fee of Rs. 100/- per paper. In case CCEK decides to conduct the theory examination on-line, there will be no revaluation.
13) There will be no revaluation for practical.
14) Any other details not specifically mentioned herein will be decided by the Director, C.C.E.K. and decision will be final.

IX. SYLLABUS

Subject Code	Subject Name	Theory Hours	Practical Hours	Internal Marks	End Exam		Total Marks
					Theory	Practical	
DC 01	Informatics	10	-	50	100	-	150
DC 02	MS Office and Internet	10	90	50	50	50	150
DC 03	Linux and Open Office	4	30	50	50	50	150
DC 04	PC Techniques	4	20	50	100	-	150
DC 05	Malayalam Computing	2	10	50	50	50	150
	Total	30	150	250	350	150	750

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For more Details contact

http://www.ccek.org
https://gptcmanjeri.in

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