DIBRUGARH UNIVERSITY REGULATIONS FOR
THE POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA) COURSE, 2016
UNDER SEMESTER SYSTEM

Recommended by the Board of Studies in Computer Science held on _____

Recommended by the _147ᵗʰ_ meeting of the Post Graduate Board held on _20.04.18_

(Approved by the _114ᵗʰ_ meeting of the Academic Council held on _05.05.18_)

Modified & Recommended by the Board of Studies in Computer Science held on _____

1. Introduction:

Short Title, Definition and Commencement:

(a) These Regulations shall be called the Dibrugarh University Regulations for the Post Graduate Diploma in Computer Application (PGDCA) course, hereinafter referred to as the PGDCA course.

(b) Department: The term 'department' is used to mean a department of Dibrugarh University or a Centre established for the purpose or that of a college affiliated to the Dibrugarh University with reference to the subject approved by Dibrugarh University. Norms for conducting the PGDCA course in an affiliated college/institution are mentioned in <u>Annexure I</u>.

(c) These Regulations shall be effective from the academic session 2016.

(d) <u>Extent of Application</u>: The Regulations shall be applicable to the students enrolled for the PGDCA course of Dibrugarh University.

(e) Academic Year: An academic year means a period of twelve months consisting of two semesters. The recommended Academic Schedule shall be as shown in <u>Annexure – II</u>. Any change in the Academic Calendar/Schedule may be made by the Academic Planning Committee whenever necessary.

(f) Semester: The word "semester" is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.

(g) Semester Duration: A semester normally extends over a period of 16 class weeks. Each week has 20 hours of instruction spread over the week.

(h) In – semester: The word "in-semester" is used to refer to the continuous evaluation within the half-yearly term.

(i) End-semester: The word "end-semester" is used to refer to the terminal processes of examinations and evaluations at the end but within the half-yearly term.

2. Admission & Eligibility norms:

a) Newspaper notice inviting application for admission into the PGDCA course shall be issued by the Registrar or by any person authorised for the purpose at least six weeks in advance from the date of admission. Each applicant shall have to submit within the prescribed date his/her application with requisite documents as indicated.

b) Candidates, who have passed the Bachelor Degree Course in any stream from this university or any other university recognised as equivalent to it by the university with at least 40% marks, will be eligible for admission to the PGDCA course. The minimum qualification for admission into the PGDCA course shall be fixed by the Academic Council from time to time.

Selection for admission shall be made through an admission test or on merit basis as determined by the university.

Candidates must also fulfil the conditions regarding age as per rules formulated by the university/government from time to time. Relaxation for scheduled caste/scheduled tribes/other backward classes (including MOBC) candidates shall be as per existing rules of the state government.

c) No candidate shall be admitted into the course after two weeks of its commencement. This however may be extended by not more than one week, with late fine, under very special circumstances at the discretion of the university.

d) There shall be no scope for a student to appear as a private candidate in this course.

3. Examination and Evaluation:

a) To be eligible to appear in the PGDCA Examinations as a regular candidate, a student must attend 75% classes during the academic session. A student who attends at least 60% classes, however, be allowed to appear in the Examination as a non-collegiate candidate on payment of a prescribed fee.

b) Examination in each theory paper in PGDCA shall be of two and three hours and shall carry a maximum of 40 marks and 60 marks respectively. Each theory paper shall carry objective type/ multiple-choice questions of 30% marks. The rest 70% marks shall be of long answer type.

c) A candidate shall be entitled to a maximum of 3 chances to clear a particular Semester in the PGDCA course.

d) A candidate shall be allowed maximum 2 years to complete the PGDCA course.

e) A Student failing in not more than 3 papers shall be allowed to clear these papers in the next semester compartmental examination and the next consecutive regular examination.

f) A candidate who fails in either theory or practical part shall be allowed to clear the particular part in which he/she was unsuccessful.

A candidate shall have to pass in all the papers separately. The minimum pass marks shall be as follows:

Theory (T)	Practical/Project Viva- Voce (P)
40%	40%

g) A candidate who is unsuccessful in more than 3 theory part shall be allowed to appear in all the theory parts in the next semester compartmental examination and the immediate next regular examination. However, this rule is not applicable for the practical part.

h) A candidate shall have to pass the theory and practical parts of a paper separately. If a candidate fails either in theory or in practical or in both, the total marks shall be shown in the marks sheet as 'F' indicating "Failed".

i) Examination of the course shall be conducted as per the Dibrugarh University Examination Ordinance, 1972 (As amended).

4. Award of Degree:

(a) Declaration of results: A candidate who has duly passed the PGDCA examination shall be declared to have qualified for award of PGDCA. Normal procedure shall be followed in preparing the results of the candidates for the PGDCA. Pass marks and grades awarded shall be as given below:

Grade "A+" – 80% and above marks

Grade "A" – above 70% but less than 80% marks

Grade "B" – above 50% but less than 70% marks

Grade "C" – above 40% but less than 50% marks.

Grade "F" – Failed - (needs improvement)

(b) Each successful candidate shall receive the certificate for the Post Graduate Diploma in Computer Application (PGDCA).

5. Course Structure:

(a) Each paper offered to a candidate in a semester shall consist of one or more of the following parts:

(i) Theory (written)

(ii) Practical/viva voce

(b) The course structure of the PGDCA Course is given in <u>Annexure III</u>.

6. General:

(a) For any matter not covered under these Regulations for the PGDCA Course, the existing University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended) shall be applicable.

(c) Any difficulty which may arise in the course of these operations relating to holding of the examinations shall be removed by the Examination Committee of the University.

(d) Provisions in the relevant existing Rules and Regulations of the University which are not in conformity with these Regulations shall stand repealed to the extent of their inconsistencies with these Regulations.

NORMS FOR CONDUCTING
PGDCA COURSE IN AN AFFILIATED COLLEGE OR INSTITUTIE

Society Registration

The applicant Institute must be either a college affiliated to Dibrugarh University or must be owned or run by a Society/Trust/Company, lawfully registered, Institutes will be rejected outright on the basis of applications itself, in the absence of proof of their being an affiliated College or Society/Trust/Company of the said variety.

Application Procedure:

The Institute must apply for permission to run the course as per Rules and regulations of the University in the prescribed form.

Preference will be given to those institutions, which are already running some educational training programs in Computer. Institutes offering Degree or Diploma Course of any other University/Institute shall not be permitted to run the same course of this University.

Institutes having multiple branches or locations should file application for each branch separately. The infra structural requirements at each of the branches shall be considered separately for assessing its suitability for grant of permission.

The University does not permit its Associate Study Institutes to do franchising or subletting its courses to other Institutes.

The application must be supported by authentic information and attested copies of legal documents. The University may ask for verification of these documents with the original at any time.

Minimum Configuration of Computers:
Hardware Requirements:

The institute must have sufficient number of Computers of most recent configuration so that not more than two students have to share one computer initially and in 1:1 ratio afterwards.

Permission may be granted to introduce the course as per Dibrugarh University rules. At the time of application the institute must have at least minimum number of Computers of above configuration.

Software Requirements:

The institute must have all the licensed software those are required for the course. The institute must have at least 3 classrooms for conducting theory classes, one Laboratory and other physical facilities for efficient management of the course.

The university recommends use of learner oriented dynamic methods of imparting teaching. Use of various teaching aids like OHP, LCD projectors, multimedia presentations, computer assistance instructions etc. for better teaching, learning process are recommended.

Hardware Requirements:

Permission will be granted for a set of 40 students. At the time of application the institute must have at least 20 computers of minimum configuration.
In addition to computers, the institute must have all the licensed software that is given on the curriculum of the course. The institute applying for the PGDCA Course must have Internet facility. The institute must have at least 5000 sq. ft. space.

Faculty Requirements.

The institute must have 3 numbers of faculty members with requisite qualification of BE (Computer), MCA, MS (computer). At all times, at least 50% may be part time. It should be ensured that the part time faculty members together take up a workload equivalent to that of the full time faculty members. The faculties shall be appointed by the institute as per the norms prescribed by the university. At the time of application, the institute must have at least one faculty member who has been appointed according to the norms of the University. The university, applied institute may engage persons having specific qualifications like MS, ORACLE, CISCO certified courses etc. for teaching special papers, as part time faculty. The institute will be required to employ minimum 1 lab instructor for imparting instructions in the computer laboratory.

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Theory and Practical Course Work

The institute shall have to give an undertaking that it will arrange for the minimum prescribed time scheduled for theory and practical work throughout the semester. It will be responsible for completing the entire prescribed syllabus.

Fee payable by students:

The students admitted to the Course will be required to pay the fee according to the University rules.

Receiving payments, in addition to this fee, on any ground like donation, building fund, library fund etc. is strictly prohibited. Violation of this stipulation will attract disciplinary action. Collection of money on any account, below/beyond the above minimum/maximum permissible limits respectively without the prior permission of the university, will be treated as violation of the prescribed norms. In case the Institute wishes to reduce the fee below the minimum or enhance it beyond the maximum prescribed, it will have to obtain prior permission of the university, adducing cogent grounds for the same. Reduction of fee however will not be construed to mean relaxation of any of the prescribed norms of teaching.

The entire fee collected from the students shall have to be duly accounted for by the Institute in its book of accounts.

Students' eligibility and admissions.

Common advertisement: The University may issue a common admission advertisement and may conduct the entrance tests at the Associate study Institutes for the course on cost sharing basis.

It is the responsibility of the institute to properly verify the eligibility of the applicant for admission. If it is found later on that the institute has admitted some students who were not actually eligible for the particular course, they will not be permitted to take the university examinations and even if they have appeared at the examination, their results will be cancelled by the university. The institute must therefore properly assess the eligibility the candidates before admitting them.

Registration: Registration of the candidates will be as per the existing University Rules.

Reservation Rules: The Reservation Rules of the State Govt., in whose jurisdiction the Institute is located, shall apply.

The list of students who are admitted in the PGDCA Course will have to be sent by the Institutes to the University before the last prescribed date.

Examination Centre: End Semester examination will be held in the University. The university may consider the possibility of conducting the End Semester examination at the associated study institute subject to the fulfilment of the norms laid down by the university from time to time.

ACADEMIC CALENDAR AND SCHEDULE FOR THE PGDCA COURSE

A	Admission	By Second week of August. Orientation/Inaugural Lecture(1 or 2days)
B	Classes: odd semester even semester	August 16 – February 15 February 16 – August 15
	Sessional Examination I: odd semester even semester	Mid of October Mid of April
	Sessional Examination II: odd semester even semester	Mid of December Mid of June
	Final Examination : odd semester even semester	January 20 – February 5 July 20 – August 5
C	ANNOUNCEMENT OF RESULTS: odd semester even semester	Last week of May Last week of November

Note :   The exact dates of the sessional examinations shall be fixed by the concerned teachers. The Controller of Examinations would announce the dates for holding the examination and as well as the results of the final examination.

Course Structure for the
Post Graduate Diploma in Computer Application (PGDCA), Dibrugarh University

FIRST SEMESTER

Course No.	Subject	Marks	
		Theory	Practical
Course 101	Fundamental of Computers	60	40
Course 102	Programming with C	60	40
Course 103	Relational Database Management System	40	60
Course 104	Data Communication and Computer Network	40	60
Course 105	Project I	100	

SECOND SEMESTER

Course No.	Subject	Marks	
		Theory	Practical
Course 201	Introduction to Multimedia	60	40
Course 202	Desktop Publishing	40	60
Course 203	Internet & Web Technology	60	40
Course 204	Mobile Technology	60	40
Course 205	Project II	100	