

No.D5/12568/2010/HRD

Dated; 19th October, 2010

From

The Director

To

The head of institutions,

- 1) College of Applied Science, Calicut
- 2) College of Applied Science, Kattappana
- 3) College of Applied Science, Mavelikkara
- 4) College of Applied Science, Adoor
- 5) College of Applied Science, Peermade
- 6) College of Applied Science, Vadakkencherry
- 7) College of Applied Science, Mallappally
- 8) College of Applied Science, Thodupuzha
- 9) College of Applied Science, Pattuvam
- 10) Model Polytechnic, Mala
- 11) Model Polytechnic, Vadakara
- 12) Model Polytechnic, Kalliassery
- 13) Model Polytechnic, Karunagappally
- 14) Model Polytechnic, Painavu
- 15) Technical Higher Secondary School, Puthuppally
- 16) Technical Higher Secondary School, Adoor
- 17) Technical Higher Secondary School, Perinthalmanna
- 18) Technical Higher Secondary School, Thamarassery
- 19) Technical Higher Secondary School, Kalanjoor
- 20) Technical Higher Secondary School, Cherthala
- 21) Technical Higher Secondary School, Muttom, Thodupuzha
- 22) Technical Higher Secondary School, Perissery
- 23) Regional Centre of IHRD, Thiruvananthapuram
- 24) Regional Centre of IHRD, Edappally
- 25) Extension Centre of IHRD, Tirur
- 26) Extension Centre of IHRD, Cherpu
- 27) Extension Centre of IHRD, Kundara
- 28) Extension Centre of IHRD, Dhanuvachapuram
- 29) Extension Centre of IHRD, Thiruvilluamala
- 30) Study Centre of IHRD, Valanchery
- 31) Extension Centre of IHRD, Nedumkandam
- 32) Extension Centre of IHRD, Rajakkad

Sir,

*Sub:- IHRD – Semester Examinations I/II PGDCA, DDTPM – Dec-2010
conducting of – reg.*

Ref:- 1. This office circular dtd 11.08.2010

2. This office exam notification dtd 19.10.2010

Please refer to this office circular and notification cited. It is proposed to conduct the PGDCA I/II Semester Regular/Supplementary, DDTPM I/II Regular/Supplementary Examinations during December- 2010, 2 copies of this office exam notification are enclosed. 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	:	19.10.10
Last date for receipt of application for registration from the candidates in the respective examination centres	:	28.10.10
Date of closure of semester course	:	20.11.10
Receipt of application for special sanction for registering for the examination at IHRD HQ, Thiruvananthapuram.	:	30.10.10
Receipt of consolidated list of candidates along with their application and other documents such as list of candidates, etc. in the IHRD HQ, Thiruvananthapuram.	:	04.11.10
Receipt of sessional marks and attendance details of candidates registered for the examination in the IHRD, Thiruvananthapuram, from the examination centres.	:	Along with answer script bundles in separate cover.
Forwarding of examination materials such as question papers and hall tickets to the examination centres.	:	29.11.10
Commencement of theory examination	:	8.12.10
End of theory examination	:	17.12.10
Date of completion of practical examination for respective course	:	Before 15.01.2011
Submission of Practical examination marks to IHRD Head Quarters	:	Before 18.01.11

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 20.10.10 at this office will not be considered under any circumstances and they will not be permitted to write the December -2010 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.

Those who were readmitted to second semester course (July-2010) after completing first semester under 2005 scheme should have surrendered their first semester mark list before their registration. The Head of Institution should ensure that prior Special Sanction orders are issued from the Director in this regard. In such cases the head of institutions shall collect re-registration fee and examination fee of such candidates and forwarded to Director, IHRD. Since there is one more lab under 2005 scheme, the re-registered students may be given sufficient facility to do practical and the sessional related to that subject should also be forwarded to the Director for further necessary action.

The date of completion of the course for reckoning the attendance in respect of II Semester PGDCA course is 20.11.10. 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 institution 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 30.10.10.

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 faithfully
Sd/-
DIRECTOR

Approved for issue

Head Clerk

Encl : As stated

The Time Table for the Examinations is furnished below

Time Table

1. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – I SEMESTER
Regular/Supplementary – 2010 scheme

Date & Time	Subject code & Name	
08.12.2010 - 10.00am to 1.00pm	PGDCA-101	Computer Organization & Operating Systems
10.12.2010 - 9.30am to 12.30pm	PGDCA-102	Programming Techniques
13.12.2010 - 10.00am to 1.00pm	PGDCA-103	Software Engineering & Database Management Systems
15.12.2010 - 10.00am to 1.00pm	PGDCA-104	Internet & web technology

2. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – I SEMESTER
Supplementary – 2005 scheme

Date & Time	Subject code & Name	
08.12.2010 - 10.00am to 1.00pm	PGDCA-101	Computer Organization
10.12.2010 - 9.30am to 12.30pm	PGDCA-102	Programming Techniques
13.12.2010 - 10.00am to 1.00pm	PGDCA-103	Operating Systems
15.12.2010 - 10.00am to 1.00pm	PGDCA-104	Database management Systems

3. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – II SEMESTER
Regular – 2010 scheme

Date & Time	Subject code & Name	
09.12.2010 - 10.00am to 1.00pm	PGDCA-201	Advanced web Technologies
14.12.2010 - 10.00am to 1.00pm	PGDCA-202	Programming in JAVA
17.12.2010 - 9.30am to 12.30pm	PGDCA-203	Computer Communication & Networks

4. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – II SEMESTER
Supplementary – 2005 scheme

Date & Time	Subject code & Name	
9.12.2010 - 10.00am to 1.00pm	PGDCA-201	System Analysis & Visual Programming
14.12.2010 - 10.00am to 1.00pm	PGDCA-202	Java & Web Technology
17.12.2010 - 9.30am to 12.30pm	PGDCA-203	Computer Communication & net works

5. DATA ENTRY TECHNIQUES & PC MAINTENANCE – I SEMESTER
Supplementary 2002 Scheme

Date & Time	Subject code & Name	
8.12.2010 - 1.30pm to 4.30	DDTPM-101	Computer Fundamentals
10.12.2010 - 2.00pm to 5.00pm	DDTPM-102	Data Entry Techniques & Word Processing
13.12.2010 - 1.30pm to 4.30pm	DDTPM-103	English for Communication

6. DATA ENTRY TECHNIQUES & OFFICE AUTOMATION – I SEMESTER
Regular 2010 Scheme

Date & Time	Subject code & Name	
8.12.2010 - 1.30pm to 4.30pm	DDTOA-101	Computer Fundamentals & Networking
10.12.2010 - 2.00pm to 5.00pm	DDTOA-102	Data Entry Techniques & Word Processing
13.12.2010 - 1.30pm to 4.30pm	DDTOA-103	English for Communication

7. DATA ENTRY TECHNIQUES & PC MAINTENANCE – II SEMESTER
Regular/Supplementary (2002 Scheme)

Date & Time	Subject code & Name	
09.12.2010 - 1.30pm to 4.30pm	DDTPM-201	P.C Maintenance & Networking
14.12.2010 - 1.30pm to 4.30pm	DDTPM-202	Data base Applications
17.12.2010 - 2.00pm to 5.00pm	DDTPM-203	Desk top publishing & Graphics

8. POST GRADUATE DIPLOMA IN AUDIO ENGINEERING – I SEMESTER
Regular – 2010 scheme

Date & Time	Subject code & Name	
08.12.2010 - 10.00am to 1.00pm	PGDAE-101	Acoustics
10.12.2010 - 9.30am to 12.30pm	PGDAE-102	Sound Recording

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

Application form for registration for the examination can be had from the office of the above centres. Last date for submission of application for registration in the respective examination centres is 28.10.10 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 Rs200/- per subject, subject to a maximum of Rs750/- per semester course in the respective centres along with the application for registration. Late and defective application will not be considered.

**Sd/-
DIRECTOR**

To,

All Exam Centres.

