

APPLICATION FORM NO.

PROSPECTUS & APPLICATION FORM  
FOR  
ADMISSION TO COURSES

**Year 2011**



डी ओ ई ए सी सी

**DOEACC SOCIETY  
KOLKATA CENTRE**

(Erstwhile Regional Computer Centre, Calcutta)

[Under Department of Information Technology, Ministry of Communications &  
Information Technology, Govt. of India]

**Jadavpur University Campus  
Kolkata – 700 032**

Telephone (EAPBX) : 2414-6054/6081

Fax : (033) 2414-6549

Website : [www.doeacckolkata.in](http://www.doeacckolkata.in)



*It gives me great pride and pleasure in presenting this Prospectus including Course Brochure for the year 2011 and students code of conduct.*

*DOEACC Society, Kolkata Centre (formerly Regional Computer Centre, Calcutta) has been playing a pioneering role over the years in Information Technology (IT) in the Eastern Region of the Country. We offer a variety of Industry oriented courses, starting from very basic to advanced levels, catering to the needs of various categories of students. This apart, we also offer tailor-made Training Programs to various Government Departments, Industry and Academic Bodies. We have consistently maintained a standard quality in the non-formal sector of computer education as per market demand. Since inception in 1976 we have produced a large number of successful IT professionals working in challenging positions in various organizations in both India and abroad. Our students are taught to be self-reliant and be able to adapt to advanced and fast changing technology on their own.*

*Our asset lies in our qualified and experienced faculty members. While having the basic academic background, they are also conversant in practical application areas. Our training courses incorporate the latest in curriculum and technology.*

*I am confident that this Course Brochure would help in career and skill development for all categories of students.*

*August 24, 2011*

*Dr. (Ms.) Krishna Ray  
Director*

## **DOEACC Society, Kolkata Centre — an Introduction**



DOEACC Society, Kolkata Centre (erstwhile Regional Computer Centre, Calcutta) is one of the oldest IT houses in eastern region imparting IT Education and Training for more than 30 years. The Centre was established in 1976 as a Registered Scientific Society (Autonomous Body) by the Central and West Bengal Governments.

In December 2002, Regional Computer Centre, Calcutta (RCC) was merged with DOEACC Society — An autonomous Body of Department of Information Technology under Ministry of Communication & Information Technology, Govt. of India. The Society has its Headquarters at CGO Complex, New Delhi and the other Centres are located at Aurangabad, Gorakhpur, Calicut, Imphal, Aizwal, Tezpur (Guwahati), Srinagar (Jammu), Chandigarh (Simla, Lucknow & New Delhi).

The main objective of DOEACC Society is to carry out Human Resource Development related activities in the area of Information, Communication and Technology (ICT) which would enable employment generation and IT-led economic growth. In pursuance of these objectives, the Centre has been serving the Government, Academic, Industrial Sectors in the areas of IT-related Consultancy, Projects, EDP, Training and Facility Management.

## **Location**

DOEACC Society, Kolkata Centre is located in a lush green environment inside Jadavpur University Campus being connected with bus and train services from different corners of the city.

## **Centre's Thrust Areas**

- DOEACC IT ('O', 'A' & 'B' Level) Courses
- DOEACC Bio-Informatics ('O'/'A'/'B' Level) Courses
- DOEACC CHM ('O' and 'A' Level) Hardware & Networking Courses
- DOEACC Animation and Multimedia ('O' / 'A' Level) (under Progress) courses
- DOEACC 'CCC' Course
- Information Security Course
- Corporate Courses as per requirement
- ITES BPO & Call Centre Training Programme
- Several Short Term Courses as per Market demand
- Projects & Consultancy

## **The Courses — an Overview**



DOEACC Society, Kolkata Centre offers DOEACC, Long-term and Short-term Courses as detailed in the following pages:

### **DOEACC National Schemes**

DOEACC Schemes play a pivotal role in generating competent manpower by utilizing the resources available in the non-formal sector for education in the area of Information Technology and few allied areas. Harnessing the resources available at private computer training institutions to meet the projected manpower requirements assumes greater significance since this sector is better equipped to keep pace with the fast rate of obsolescence in IT and allied Industries.

**DOEACC Information Technology (IT)** Scheme had been formulated by All India Council for Technical Education [AICTE], a Statutory Body under Ministry of Human Resource Development [MHRD] and Department of Information Technology [erstwhile Department of Electronics] and is being implemented by DOEACC Society, an Autonomous Body of Department of Information Technology, Ministry of Communications and Information Technology.

DOEACC INFORMATION TECHNOLOGY (IT) 'O'/'A'/'B' Level Courses:

<b>Level</b>	<b>Equivalency</b>
'O' Level	Equivalent to Foundation level Course
'A' Level	Equivalent to Advanced Diploma in Computer Applications
'B' Level	Equivalent to MCA Level Course

**DOEACC Bio-Informatics (BI)** Scheme had been designed and developed by the Society with the active involvement of leading experts from reputed academic institutes and concerned industries. BI is a multidisciplinary subject involving Biological, Mathematical and Computational sciences. Modern Biology and Biotechnology are increasingly becoming quantitative and the knowledge creation is carried out through data driven approach. Accordingly, efforts given in designing the scheme are on IT centric, storing, retrieving, analysing and visualizing Biological data with an objective to generate related human resource keeping coming demand from academia and industry.

DOEACC BIO-INFORMATICS 'O' / 'A' / 'B' Level Courses:



---

Level	Equivalency
‘O’ Level	Equivalent to Foundation level Diploma in Bio-informatics
‘A’ Level	Equivalent to Post Graduate Diploma in Bio-informatics
‘B’ Level	Master’s Degree in Bio-informatics

**DOEACC Computer Hardware Maintenance (CHM) Scheme : Manufacturer’s Association for Information Technology (MAIT)** set up in 1982 for purposes of scientific, educational and IT Industry promotion has emerged as an effective, influential and dynamic organization. MAIT represents actively Hardware, Training, Design/R &D and the associated service sectors of the Indian Industry.

MAIT is represented on all concerned Govt. of India forums and works in close association with the Deptt. of IT, Ministry of Communications & IT.

Conception of a new scheme under DOEACC for Hardware courses in a result of the amalgamation of experience of running of existing DOEACC scheme in Computers and of CEDTI Franchisee Scheme. The Scheme has been launched with MAIT. The DOEACC Scheme on Hardware Courses has been worked out jointly with MAIT, initially at two levels:

Level	Equivalency
CHM ‘O’ Level	Diploma in Computer Hardware Maintenance
CHM ‘A’ Level	Advanced Diploma in Computer Hardware Maintenance and Networking

**DOEACC Animation and Multimedia Technology (AMT) Scheme** has been designed by the society through mainly experts from concerned industry and academia with an objective to generate human resource such as Computer Graphics Designers, Media Developers, Web Developers, Computer Animators etc. for catering fast growing Digital Multimedia and Animation Industry. The scheme at present is under active consideration of DIT, Govt. of India and hence it is yet to be launched.

DOEACC ANIMATION AND MULTIMEDIA TECHNOLOGY Scheme: (Proposed)



<b>Level</b>	<b>Equivalency</b>
AMT 'O' Level	Diploma in Animation and Multimedia Technology
AMT 'A' Level	Advanced Diploma in Animation and Multimedia Technology

**DOEACC schemes are recognized by the Govt. for the purpose of employment in Central/State Govt., PSUs etc.**

### **Short-term Courses**

The Short-term courses may be utilized in a wide variety of ways. The approach may be to just gain a general knowledge in computers (which, now a days, is essential for any type of job), or acquiring IT knowledge while already in some profession, or being eligible for IT profession by a judicious choice of series of such courses or upgrading knowledge and adapt with new technology by IT professionals, etc. These courses are normally held during 8 AM to 10 AM and 6 PM to 8 PM enabling students and working people to participate.

As the duration of the short-term courses vary widely and demands also change from time to time, we do not fix the course schedules in advance.

Normally, there would be ten to twelve press advertisements in a year describing the next such available programs.

### **Corporate Courses:**

Apart from the courses open to public as detailed in the following pages, we offer tailor-made courses for Government Departments, Industrial and Commercial houses and Academic Bodies. In the year 2010-11, we have conducted such courses for -

- Training of Officials from National Academy of Statistical Administration (NASA)
- Training of Officials from Indian Institute of Chemical Biology (IICB)
- Training of Defense Personnel

It may please be noted that -



- the Courses are full-time unless mentioned otherwise
- Polytechnic Diploma, in general, is treated as equivalent to Bachelor's Degree
- Students doing their Graduation are sometimes allowed in courses meant for graduates

Course Admission time as have been mentioned in the next pages are generally kept under schedules, but sometimes it varies because of certain constraints beyond our control.

### **General Terms & Conditions:**

1. Shift from one course to another is not permissible.
2. No candidate will be allowed to change batch of a course, for which he has taken admission, to another batch of the same course.
3. Course Material for DOEACC Courses does not include books.
4. Course fee of SC/ST candidates will be cross subsidized by DIT, Govt. of India. In case yearly income for Parent/Guardian is within Rupees Two Lakh.
5. SC/ST/OBC candidates have to attach attested copy of Certificates, in support of their claim with the application.
6. Certificates have to be collected within 3 months from completion of the course.
7. Discount available for down payment of fees for certain courses.
8. Installment facilities are available for a few courses.
9. Course Fee / Installment to be paid prior to the start of each course (Module/Semester/Year as applicable).
10. Service Tax extra as levied by the Government (currently 10.3%) will be applicable to all courses except General DOEACC (IT) 'O'/'A'/'B' Level courses only.
11. Refund of course fee will not be allowed, unless the course is cancelled by the Centre itself
12. In case a candidate deposits the fee for a particular batch of a course and wants to withdraw it before the starting date of the batch, a 20% cancellation fee will be deducted and remaining 80% would be returned to the candidate. Also concerned Service Tax may be refunded, subject to extant rules.
13. Course Fees given in this booklet are as per prevailing rate as on 01-01-2011 and may get changed any time as per decision of appropriate authorities.
14. Original Money Receipt must be produced in order to get back Caution Money. Otherwise, Library Caution Money will not be refunded.



15. Resources like classroom, lab faculty, library books etc. are available only to students attending regular theory or lab classes as per schedule of respective courses.

### DOEACC National Schemes

#### A) DOEACC Courses (Information Technology) [Joint Scheme of DOEACC & AICTE]:

Sl. No.	Course Name	Eligibility	Duration	Course Fees
01.	'O' Level	10+2 / ITI	1 Year (480 hrs.)	Rs. 11000/-
02.	'A' Level /B-I	'O' Level / Graduate/ Polytechnic Diploma	1 Year (1200 hrs.)	Rs. 22000/-
03.	'B' Level (B-II & B-III)	'A' Level / B-I	2 Years (2400 hrs.)	Rs. 22000/- (Per year)

(Admission open throughout the year)

#### B) DOEACC Courses (Bio Informatics):

Sl. No.	Course Name	Eligibility	Duration	Course Fees
01.	'O' Level	10+2 / ITI	1 Year (480 hrs.)	Rs. 12000/- *
02.	'A' Level	Graduate	1 Year (1200 hrs.)	Rs. 24000/- *
03.	'B' Level	Graduate	3 Years (2760 hrs.)	Rs. 24000/- * (Per year)

(Admission opens in Feb/Aug. Service Tax is additional, as applicable)

#### C) DOEACC Society and Manufacturers Association for Information Technology (MAIT) Approved Hardware Courses:

Sl. No.	Course Name	Eligibility	Duration	Course Fees
01.	CHM 'O' Level	10+2 (Science)/ITI (Electrical / Electronics/ Instrumentation)	1 Year (600 hrs.)	Rs. 9000/- *
02.	CHM 'A' Level	CHM 'O' pass / Diploma in Electrical / Electronics/ Instrumentation/ 2 <sup>nd</sup> Year B.Sc with Physics / Electronics /IT	1 Year (1320 hrs.)	Rs. 20000/- *



\* Service Tax, as applicable, is additional

**For installment facilities or discount available last page may please be seen.**

**Short-term Courses:**

**A) Basic Courses**

Sl. No	Course Name	Course Contents	Eligibility	Duration (months)	Course Fees
01.	Course on Computer Concepts (CCC)	Introduction to Computer, Windows, DOS, Word processing, Spreadsheet, Internet, Web browser, E-mail, making Presentation	Madhyamik/ ICSE/CBSE or Equivalent	80 hrs.	Rs. 4000/-
02.	IT for Beginners	Basics of Computes, Windows, MS-Office, E-mail, HTML, PhotoShop	Madhyamik / CBSE/ICSE or Equivalent	03 (3days/week) (72 hrs.)	Rs. 4000/-
03.	Programming through C under UNIX/ LINUX, Data structures	C, Commands of LINUX/UNIX, VI-Editor, Concept of Data structures	(10+2) / Polytechnic	03 (3days/week) (72 hrs.)	Rs.3000/-
04.	Certificate Course in Computers for Beginners	Basics of Computers, Windows, Word, Excel, C, C++, PowerPoint, Internet & E-mail	Madhyamik / CBSE/ICSE or Equivalent	03 (3days/week) (72 hrs.)	Rs.4000/-
05.	ITES BPO & Call Centre Training	English Grammar, Sentence Construction, Thought Clarity, Extempore, Voice & Accent Training	10+2 and above (Graduate preferred)	3 months (100 hrs.)	Rs. 6000/- † (down payment)
06.	Bridge Course on Mathematics @	Basic Mathematics, Algebra, Complex No. Calculus, Permutation, Combination, Binomial theorem	Graduates preferably Science Graduate	2 months (60 hrs.) (2 days/Week)	Rs. 4000/-

† Rs. 6,500/- in two installments.

@ Science graduates not studied Mathematics at Higher Secondary (10+2) Level and interested to get admission for DOEACC Bio-Informatics courses, are advised to complete the course successfully before taking admission.

**B) Advanced Level Courses**

Sl. No	Course Name	Course Contents	Eligibility	Duration (months)	Course Fees
01.	Certificate Course in Geographical Information System (G I S)	Introduction to G I S, Creating , Editing, Viewing & Data-structures of Maps, Query based Analysis of data, MapInfo, Imaging	Graduate	7 weeks (3days/week) (40 hrs.)	Rs.6000/-



02.	VB.Net & Web Development	Basic Data types, Debugging & Error Handling, .Net Frame-work, Threading, Accessing Database, ASP.Net Web Application	10+2	04 (4days/week) (144 hrs.)	Rs.7000/-
03.	Computer Hardware, Networking & PC Maintenance	OS, Computer Architecture, RAM, Processor, Display Cards, FDD, HDD, Monitor, Printer	10+2	03 (3days/week) (72 hrs.)	Rs.5000/- (Down payment)
04.	Interactive Multimedia	Adobe Photoshop CS5, Flash CS5 & Action Script, Dream Weaver CS5, Director, Sound Forge, Corel Draw, Premier, 3D Max.	10+2	06 (3days/week) (4-6) p.m. / (6-8) p.m. (144 hrs.)	Rs.15000/-
05.	Certificate Course in Advanced Programming	Basics of Computer, Windows, MS-Office, JAVA Script, HTML, DHTML, C, C++, Internet & E-mail	10+2	05 (3days/week) (120 hrs.)	Rs.5000/-
06.	C, C++ for Jadavpur University Students	C, C++	10+2	05 (3days/week) (120 hrs.)	Rs.5500/-

### **C) Courses for Professionals**

Sl. No	Course Name	Course Contents	Eligibility	Duration (months)	Course Fees
01.	Oracle with JAVA	SQL, PL-SQL, J2EE Framework, JSP, Servlet, Core JAVA, JDBC, Servlets	B.Sc /Engg. Dip./Degree	06 (4days/week) (192 hrs.)	Rs.9000/-
02.	Information Security (IS)	IS Basics, Cyber Attack, CERT Concept, IT Act 2000, Secured OS & LINUX, Cyber forensics secured Networking Infrastructure and Basic Security Tips & Tools	MCA/ B. Tech, Legal, Financial or ICT Professionals	2 weeks (full time) (60 hrs.)	Rs. 6000/-
03.	Computer Aided Design & Drawing using AutoCAD/ AutoLISP	2D, 3D, Administrative & Controlling Tools, Advance features with Auto LISP programming	Engg. Dip./ Degree/ ITI Trained	3.5 (114 hrs.)	Rs. 6500/- (Down payment)



### **Courses for Professionals (Contd...)**

Sl. No	Course Name	Course Contents	Eligibility	Duration (months)	Course Fees
04	Web Development using PHP & MySQL	HTML, CSS, Javascript, AJAX, MySQL, PHP	B.Sc /Engg. Dip./Degree	06 (3days/week) (144 hrs.)	Rs. 7500/- (Down payment)
05.	Financial Accounting	Basic of Computer, Tally, FACT, Accord, Real Accounts, Taxation with VAT	10+2	04 (3days/week) (96 hrs.)	Rs.6000/- (Down payment)

**For Short Term Courses, Admission open throughout the year and notified through press advertisements (Ananda Bazar Patrika) and Centre's Website (www.doeackolkata.in) from time to time.**

### **Placement & Industry Interaction**

DOEACC Society, Kolkata Centre -

- regularly provides information to students regarding placement opportunities in different Organizations.
- keeps interaction with Industries and Academic Institutions for Project Placement.

### **Seminars & Educational Lectures**

To keep students informed about latest on Information Technology, the Centre tries to organize Seminars and Lecture Meetings.

### **Publicity & Promotional Efforts**

The Centre announces courses through leading dailies and its website (www.doeackolkata.in). Also information in this regard is available at the Reception Desk and Centre's Notice Boards throughout the year.

### **Success Rates**

On the average,

- ↳ 80% to 90% in short-term Courses
- ↳ 50%-55% in DOEACC Modules ('O' / 'A' / 'B' Level)
- ↳ 80% in DOEACC 'CCC' Courses

### **Excellent Lab Facility**

The Centre is having Labs where students can interact with Computer on 1:2 sharing basis as per class schedule. It provides and opportunities for hands on learning and developing confidence in working environment.



## **Faculty & Professionals**

The Centre is having very qualified professionals looking after different activities including Project and day to day courses. Faculty support is also provided from University, Academic Institutions and Industries on requirement basis.

## **Project and Academic Certificate**

Students are given Project guidance and support from the Centre, as far as practicable, on regular basis for fulfilling the criteria for getting Academic Certificates in DOEACC 'O', 'A', 'B' Level courses.

## **Library**

The Centre is having a well equipped Library for students having around 10,000 books.

## **Website**

A website — [www.doeaccolkata.in](http://www.doeaccolkata.in) has been launched. Information pertaining to Education (General and Special Courses) and all other activities will be available here.



### Payment Scheme for Course Fees of DOEACC Courses:

Sl. No.	Level	Installments			Down payment with discount	
		Total	1 <sup>st</sup> installment	2 <sup>nd</sup> installment		
01.	DOEACC (IT)	O	Rs. 11000/-	Rs. 6000/-	Rs. 5000/-	Rs. 10000/-
	A	Rs. 22000/-	Rs. 11000/-	Rs. 11000/-	Rs. 20000/-	
	B	Rs. 22000/- (per year)	Rs. 11000/-	Rs. 11000/-	Rs. 20000/- (per year)	
No Service Tax will be charged for DOEACC (IT) Courses						
02.	Hardware & Networking	CHM-O	Rs. 9000/-	Rs. 5000/-	Rs. 4000/-	Rs. 8000/-
		CHM-A	Rs. 20000/-	Rs. 10000/-	Rs. 10000/-	Rs. 18000/-
Service Tax as applicable for DOEACC Hardware & Networking Courses (Currently Service Tax is 10.3%)						
03.	Bio-informatics	O	Rs. 11000/-	Rs. 6000/-	Rs. 5000/-	Rs. 10000/-
		A	Rs. 24000/-	Rs. 12000/-	Rs. 12000/-	Rs. 22000/-
		B	Rs. 24000/- (per year)	Rs. 12000/-	Rs. 12000/-	Rs. 66000/-
Service Tax, as applicable, for DOEACC Bio-Informatics Courses (Currently Service Tax is 10.3%)						

### Additional Fees Revised from Jan'10

1.	Registration Fees (*)	Rs. 500/-
2.	Exam Fees (Theory) Per Paper	Rs. 500/-
3.	Exam Fees (Practical) Per Paper DOEACC CHM-O & CHM-A	Rs. 300/-
4.	Exam Fees (Practical) Per Paper DOEACC (IT/ BI)	Rs. 300/-
5.	Caution Money (Refundable)	Rs. 1000/- for 'O' Level (IT) Rs. 2000/- for 'A' Level (IT) Rs. 2000/- for 'B' Level (IT)

(\*) Validity for 5 years from the date of Registration

- **DOEACC (IT) Course is exempted from Service Tax. For other DOEACC Courses Service Tax is applicable on Course fees and all other fees and has to be paid additionally as applicable (currently it is 10.3%).**
- **Registration for a course or for a level ('O' / 'A' / 'B') of a course can not be altered once admission (i.e. fees submission) is taken.**
- **Examination fees, once submitted, is not refundable under any circumstances.**



**CODE OF CONDUCT**  
*for*  
**STUDENTS OF THE CENTRE**



---

**CODE OF CONDUCT**  
*for*  
**STUDENTS OF THE CENTRE**

**1. Principles :**

This code of conduct has been formulated to provide a clear statement of the Centre's expectations with respect to students in respect of academic matters and personal behavior.

DOEACC Society, Kolkata Centre (DSKC) recognizes and values the diversity of students' experiences and expectations, and is committed to treat students, both academically and personally in a fair and transparent manner. All students in return, are required to comply both the requirements set down in this code of conduct.

**2. Coverage :**

This code of conduct applies to all full and part time students of DSKC, in respect of all actions and activities relating to or impacting on the DSKC or its students and employees.

**3. Definitions :**

In this code of conduct **student** means all full and part time students whose names are enrolled at DSKC.

**Employee** means all officers and staff of DSKC (including full time & part time Faculty / employees, Contract Employees, Lab Assistants, Casual staff), and Employees from other organizations, working for the Centre.

**4. Personal Conduct :**

All students must

- 4.1 Treat all employees (as defined above) with respect, dignity, impartiality, courtesy and sensitivity.
- 4.2 Maintain a co-operative and collaborative approach to interpersonal relationship.
- 4.3 Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students, employees and vendors working with the Centre.
- 4.4 Ensure that they do not become involved in or encourage discrimination against or harassment of employees or other students.

**5. General Rules and Code of Conduct for Students :**

In keeping with the tradition of the institution, all student of DSKC are required to maintain discipline and decorum in the building / campus and refrain from any activity that can tarnish the reputation of the institution. Violation of this will result in inviting appropriate disciplinary action. Following rules are to be strictly maintained by the students:

- 5.1 Avoid any activity or behavior that unfairly provide advantage or disadvantage to any student academically.



- 
- 5.2 Read necessary official correspondences, meant for students, at the Notice Board on regular basis.
  - 5.3 Register (applicable to DOEACC students only) themselves at the earliest. Necessary help may be obtained from the Registration Office at Ground Floor.
  - 5.4 Clear all the fees within scheduled time to avoid any embarrassment and / or penal action.
  - 5.5 Record complaints, if any, in the concerned Register lying with the Reception. Authority will see to solve them as far as practicable at the earliest. They can not disturb activities of the Centre, faculty or others with their complaints. They can meet Faculty, Co-ordinator or others with prior appointment only for explaining their views in a cordial way.
  - 5.6 Speaking loudly, using microphones within the Centre / Campus, indecent language or behavior, sitting on desk or using the chair of faculty, writing indecent and / or objectionable things on board in absence of faculty, damaging assets of the Centre are not allowed. Violation of the guidelines will attract penalty including suspension of students.
  - 5.7 Ragging in any form or time is banned in the Centre.
  - 5.8 Smoking and use of alcohol are strictly prohibited.
  - 5.9 All students are required to maintain the environment clean and not to litter the building & campus.
  - 5.10 Vehicles (Two or Four Wheelers) should be parked keeping open the front of main gate.
  - 5.11 Identity Card should always be kept by the students and produce on demand by the Security. Non-production of the same will lead to suitable action.
  - 5.12 Pasting posters and / or writing on class room walls / corridor walls, doors, windows, toilets, are strictly banned.
  - 5.13 Indulging in any act of sexual harassment of any student not allowed.
  - 5.14 Bringing any political or other influence in matter pertaining to a student's carrier, fees concession / waiver or any other favour not allowed.
  - 5.15 Strike, Picketing, Gherao are totally banned in the Institute. Any such act may attract appropriate penal action.
  - 5.16 Using Mobile Phone or equivalent in the Classroom / Lab will not be allowed. These are to be switched off while entering the classroom or lab. If any student is found using the same or it is heard ringing while class / lab is going it will be forfeited.
- 6. Laboratories :**
- 6.1 All students are required to attend laboratory classes as per schedule and the Centre is not able to compensate any absence due to reason whatsoever.



- 6.2 Students should enter Lab and use equipments as per schedule. They will not be allowed other times in the Lab under any circumstances.
- 6.3 Records should be brought and instructions should be followed accordingly.
- 6.4 A congenial atmosphere should be maintained in the Laboratory Classes.
- 6.5 Misbehavior with Students / Staff will not be entertained in labs and, if any, it will be seriously dealt with.
- 6.6 Use of any personal media / equipment like CD, Pend Drive, etc. will not be allowed.
- 6.7 Use of internet for purpose other than academic or career advancement related activities is banned. Viewing Pornographic Sites or sites playing against social and national interest will be treated as a very very serious offence.

**7. Examination :**

- 7.1 Malpractice of any kind will not be allowed during all the Theory / Practical Examinations conducted at the Centre round the year.
- 7.2 Students who indulge in copying from neighbors with Papers Bits / Books / Notes / Calculators, etc., will be severely dealt with.
- 7.3 Students can not carry any mobile phone or equivalent in the examination hall. If any student is found using the same or heard them ringing during examination inside the examination hall he / she will be expelled from the rest of the examination period and the equipment will be forfeited.
- 7.4 All DOEACC Examinations are conducted by an independent body managed by a Committee. The Committee is represented by Professionals from different Academic Institutes / Universities / Centre of Excellence. The committee looks after the day-to-day activities of the system. It cannot be controlled nor has been formed to control for someone's benefit but to manage the Examination in a fair way and in an unbiased manner.
- 7.5 Any student can only forward his / her view(s) through the respective Wing Heads to the Centre Head who may forward them to the Examination Committee for its consideration but such forwarding does not guarantee the implementation of the observations. The committee has the liberty to consider / reject the observations based on merit of each such case.
- 7.6 The Course Co-ordination Group may conduct internal examination for improvement of the students and reduce communication gaps between students & faculty members with respect to teaching.
- 7.7 The Venue of Examination, the Examination Supervisor, Conductance of Examination, etc. is totally controlled by the Examination Committee and the Centre has no right to make any addition / alteration to them.



**5. Date of Birth:**

D	D	M	M	Y	Y	Y	Y

**6. Contact no Details:**

i) Mobile No:

--	--	--	--	--	--	--	--	--	--

ii) Land Line No:

STD CODE											
PHONE NO											

iii) E-Mail Id (if any): \_\_\_\_\_

**7. Sex:**

Male  Female

**8. Category:**

SC  ST  Minority  General

**9. Marital Status:**

Married  Unmarried

**10. Occupation:**

Govt. Employeed  Govt. Undertaking  Self Employed  Others

**11. Religion:**  Hinduism  Islam  Buddhism  Jainism  Sikhism  Christianity  Other

**12. (a) Identity Type:**  Voter ID  PassPort  PAN  Driving Lisence

10th Exam Registration Card  Admit card for school leaving exam

Others(Specify)

**(b) Identity/ Registration Number:** \_\_\_\_\_

**13. Academic/Professional Qualification:**

QUALIFICATION	BOARD/UNIVERSITY	INSTITUTE/SCHOOL NAME	STREAM/SUBJECTS	PASS YEAR	% OF MARKS
VIII					
X					
XII					
ITI					
Diploma					
Graduation					
Post Graduation					

Others					
--------	--	--	--	--	--

**14. List of Enclosures:**

1. Date of Birth Proof ( 10<sup>TH</sup> Class Certificate/Birth Certificate\*)  
(\*In case is not available attested copy as per ANNEXURE-I issued from head of the school)
2. SC/ST/Minority Certificate (Attested copy of Caste Certificate /Minority Certificate issued from the competent issuing authority. Attestation must be done by Govt. Gazetted Officer.)
3. Residential Certificate (Attested copy of Domicile Certificate/Driving License/Voter ID/Passport)
4. Photo Identity (Attested copy of Pan Card/Voter ID card/Driving License /Passport/Board Exam Registration card/ others)
5. Three recent color photograph
6. Documents attested by following authorities will be considered only
  - a) Bank Manager
  - b) Block Development Officer
  - c) College Principal
  - d) Deputy Magistrate
  - e) Gazetted Officer
  - f) High School Headmaster
  - f) Magistrate
  - g) Municipal Chairman
  - h) Post Master
  - i) Sub Divisional Officer

I declare that all information furnished above is true to the best of my knowledge and belief. In case any of the information given above is found incorrect, I will abide by the decision of the Society.

Yours faithfully

**Date:** \_\_\_\_\_

**(Signature of the Applicant)**

## ANNEXURE-I

(This declaration is optional and is true only if the candidate has not passed any Board Exam)

**I. Certified by the Head of the School where candidate has studied in Class -VIII during \_\_\_\_\_ :**

This is certified that Mr./Ms/Mrs.....  
S/o, D/o Shri.....was studying in the School since  
(year) ..... and he/she has passed /appeared for his/her Class VIII examination from this  
school.

As per school record his/her date of birth is..... (In figures)

..... (In words)

He/She belongs to SC/ST/Other category and his/her caste is.....

This is also certified that entries made by the applicant in the application form are correct as per school record.

Date: .....

**Signature of the Head of School**

**(With official stamp)**