

DOEACC Skill Certification Scheme (DSCS)

General Guidelines

DOEACC Centre Calicut is a unit of DOEACC Society an autonomous body under Department of IT, Ministry of Communications and Information Technology, Govt. of India is one of the premier institutions offering state of the art training in the field of IT and Electronics.

The DOEACC Skill Certification Scheme (DSCS) aims to develop a suite of certifications with national standards, reliability, validity and fitness for purpose, and which are recognised in industry by employers, employees and candidates in different areas of IECT.

The DOEACC DSCS has a flexible framework to enable individuals to develop their knowledge, skills, understanding and motivation in order to meet their personal career aspirations and professional development. The vendor-neutral Courses or Certification programme will focus on job skills by giving importance to key concepts critical to current marketplace job roles.

The courses are designed to meet the needs of industry, employers, employees and candidates. However the DOEACC Centre Calicut reserves their right to continue or discontinue the scheme.

1. Programmes on offer

For a list of the programs on offer please visit the website

Many more programs are being added based on industry requirements

2. Credit System

Each Certification Program or Course of DSCS such as DCCT (DOEACC Certified Computer-maintenance Technician) - may have a number of subjects /papers like DCCT-1, DCCT-2 etc.

The DSCS follows the 'Credit System' for most of its Certification programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a four-credit course involves 120 hours. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course or certification program. Completion of a Certification Program (Technician, Associate or Engineer) requires successful clearing of both, the practical (if applicable) and the theory examination of all the subjects/papers in a Course or Programme. Each course may have a theory or a practical or both. One theory paper of a subject should be of at least two credits.

3. Course material

The scheme at present does not have any course material. The reference books for different courses are mentioned in the syllabus of individual courses.

4. Student support services

Learners may seek the help of DOEACC Centre Calicut for sorting out the issues indicated below :

- (i) General Enquiry about the scheme, various certification courses, Coordinator DSCS, DOEACC Centre, PB #5, NITC Campus P.O Calicut 673 601, Kerala. Ph 0495 2287266
- (ii) About Registration, Examination, Result, Certificates etc. Controller of Examination DSCS, DOEACC Centre, PB #5, NITC Campus P.O Calicut 673 601, Kerala. Ph 0495 2287266

Students are advised to get in touch with DOEACC Centre Calicut or the website www.doeaccalicut.ac.in for latest/updated information.

5. Instruction delivery systems

The methodology of instruction as envisaged under this scheme is different from conventional schemes. The study can be under taken in the conventional institution based methods or based on self study. The scheme is more learner-oriented and the student is an active participant in the teaching-learning process.

Initially the reference books which are mentioned in the syllabus are the only instruction materials. How ever DOEACC Centre Calicut plans to provide relevant distance learning material in future.

6. Eligibility for admission to programmes

The pre-requisite eligibility criteria in respect of each of the Skill Certification Programme or course are clearly indicated as part of the syllabus.

For some certification programme completion of other programs are a pre- requisite.

7. Registration for examination

Each student must register for a particular certification programme or Course by submitting a single application form for all the subjects/ papers for which the candidate is appearing at a time. Each student will be given a unique registration number for a certification programme which they have to quote each time they are writing the exam. The students can either write exams for all the subjects/papers together or select a few of them at a time. However they have to complete all the subjects required for a certification programme within a period of two years from registration or as specified explicitly in the syllabus.

Registration and admit cards are given in annexure 1 & 2 . The forms can be purchased from our Centre by making payment of Rs 25/- . These forms can be downloaded from our web site also but the same should be accompanied with a DD for an additional amount of Rs 25/- being the cost of forms/processing fee along with examination fee. Completed registration and admit card forms along with registration

DOEACC Skill Certification Scheme (DSCS)

fee should reach to the Controller of Examination before due date at the address given in section 4 (ii)

Incomplete and late application forms will be summarily rejected and no further communication in this regard will be entertained.

Generally the due date for registration is two months before the date of examination. The due dates for registration with and without late fee will be published in web site.

After receiving the registration form from the student, DOEACC Centre Calicut will send the admit card to them before the commencement of examinations. If the student do not receive the admit card seven days before the commencement of examinations, s/he may contact the Controller of Examinations at the contact address given in section 4(ii)

8. Examinations

Examination for DOEACC Certification schemes will be normally conducted twice during the months of February and August every year at select exam centres in the state of Kerala, but changes may be made depending on the situation.

Practical exams will be conducted at DOEACC Centre Calicut or at premises of selected training centres meeting the necessary infrastructural and mandatory guidelines

The dates of examinations will be published in the centre's web site only.

Any student who is meeting the eligibility criteria for the specific course and holding a valid admit card is eligible for appearing for the exam at the allotted centre only.

The registration number is the Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of the result. It is the duty of the student to check whether s/he has registered for that certification programme/course and whether s/he is eligible to appear for that examination or not. If this is neglected and a student takes the examination without being eligible for it, the student's result will be cancelled.

9. Examination fee structure

The examination fee is presently Rs 450/- including service tax per subject. Examination fee for practical examination will be Rs 450/- including service tax if conducted at DOEACC Centre Calicut. However the fees are subject to periodic revisions.

Based on specific request the practical exams may be conducted at an off campus centre having the necessary infrastructure and meeting other guidelines and a minimum of 30 students for the practical exam for the subject.

10. Evaluation

The evaluation system of the programme is based on theory examinations and practical exams if applicable depending on the specific program

The following components will comprise the theory examination for each course:

- Questions will be set comprehensively covering the entire syllabus
- Analytical and conceptual comprehension will be assessed through descriptive type questions.
- Cases or problem solving exercises.
- All exams will be conducted in English

Letter grade system is used for grading continuous and term-end examination components. These letter grades are:

- S - 85% and over (superior)
- A - 75% - 84%
- B - 65% - 74%
- C - 55% - 64%
- D - 50% - 54%
- F - Fail

For successfully qualifying a subject, a student will have to obtain at least 'D' Grade in theory/practical examination. However, the overall average should be at least 'C' grade for the successful completion of a certification programme or course comprising of all the subjects/papers and including the practical exams if any. Some certification programmes may require a higher grade for successful completion and if so the same will be mentioned in the syllabus of the certification programme or Course .

If a candidate fails to meet the pass criteria s/he may reappear for the examination by following normal procedure of registration. However there is no provision for improvement. If a candidate gets pass criteria (at least D grade) in all the subjects however fails to get an overall C grade then s/he may reappear for any paper (theory/practical) following normal procedure of registration till s/he gets an overall C grade. In such cases of multiple appearances for the same paper the highest of the marks will be considered for final grading.

11. Declaration of results and issue of Certificates

Although all efforts will be made to declare the result in time, there will be no binding on the DOEACC Centre Calicut to declare the results of the last examination before commencement of next examination.

There is no re-evaluation of examination scripts. However, the students can apply in the prescribed form for rechecking the totaling of the marks of theory examination script against payment of Rs. 100/- by means of cash/demand draft drawn in favor of Director , DOEACC Centre Calicut within 15 days of the date of declaration of result.