

DOEACC Skill Certification Scheme (DSCS)

For those who successfully qualify the pass criteria the certificates will be issued by DOEACC Centre Calicut and the same will be sent you directly by post.

12. Guidelines for advertising

You may advertise only for promotion of the coaching for DOEACC Skill Certification Scheme (DSCS) as per the general code of ethics in advertisement, guidelines given below and in line with the sample advertisement matter attached.

1. The LOGO of the DOEACC shall not be used in the advertisement.
2. Your institute shall not knowingly advertise any thing that is liable to project a false impression/ competence of your institution
3. The advertisement shall not project insufficiently supported claims in terms of excellence in connection with employment
4. The advertisement shall not make statements of an ambiguous nature presenting a false picture at any stage or part of the scheme and also omissions and half truths
5. Shall not engage in comparative advertisement or trade puffing

Sample advertisement matter

<p style="text-align: center;">Name of the training Centre LOGO of the training centre</p> <p style="text-align: center;">Offers training for</p> <p>DOEACC Skill Certification Scheme (DSCS) – “Quality Certification at Affordable Cost”</p> <p>Programs covered (only those for which the training is offered by the institute)</p> <ol style="list-style-type: none">1. DCCT- DOEACC Certified Computer Maintenance Technician2. DCNA- DOEACC Certified Network Associate
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PRACTICAL EXAMINATION

- 6.1 Practical examination will be conducted by DOEACC Centre Calicut. Examiners for conducting of practical examination shall be appointed by DOEACC Centre Calicut. Generally practical examination will consist of :
- Practical operations, and Viva-voce of the students.
 - Marks distribution - Practical operations-80 and Viva voce – 20.
- 6.2 Practical examination will be held in DOEACC Centre Calicut. Practical examination can be arranged in the premises of selected Training Centre also, provided the Training centre is willing and fulfilling following criteria.
- i. Training Centre available with necessary infrastructure, and willing to extend their facilities for conducting the Practical examination of DSCS may apply to DOEACC Centre Calicut in the application form.
 - ii. The application should clearly indicate name of the course/s for which the Centre is seeking permission to be an approved training centre for conducting of practical examination.
 - iii. The application should accompany non-refundable amount of Rs.7000/- (Rupees seven thousand only) towards inspection charge for one course. For each additional course/s (if applied together) an additional amount of Rs. 1000/- Rupees One thousand only) to be added.
 - iv. Inspection team from DOEACC Centre Calicut shall visit and inspect the training Centre for its suitability for conducting DSCS practical examinations
 - v. If the report of the Inspection team is satisfactory approval will be awarded to that particular Training Centre for conducting practical examination for a period of **THREE YEARS**. Surprise checks may be conducted by DOEACC Officials during this period in order to ascertain the facilities available in the Centre.
 - vi. The Training Centre should not use **APPROVAL STATUS** for marketing or any other purpose other than conducting of practical examination of DOEACC SKILL CERTIFICATION SCHEME (DSCS) OF DOEACC CENTRE CALICUT.
 - vii. On completion of three years, if the Centre wishes to be continued as an approved Centre, the Centre shall follow once again para 6.10 a, b & c above for further extension.
 - viii. Approval is awarded only for conducting of practical examination of DOEACC Skill Certification Scheme (DSCS) and not an approved Training Centre for conducting Courses of DOEACC Skill Certification Scheme
 - ix. If a training centre is not recommended by the Inspection team for conducting of Practical examination, approval shall not be awarded, and also the non-refundable amount of Rs. 7000/-+any additional amount deposited for additional course/s towards Inspection charge shall not be refunded.
 - x. Practical Exam will be conducted in an approved Training Centre, subject to the condition that the training Centre shall produce a **minimum number of 30 students for each exam. In the event of any unforeseen circumstances this clause may be relaxed by the competent authority, however, the training Centre shall not have any claim or to insist DOEACC Centre Calicut to conduct practical exam at their center, whatsoever may be the reasons.**
 - xi. No room rent / equipment charges /consumable charges /fees or any claim whatsoever in this respect will be paid to the “approved Centre for conducting of practical examination” by DOEACC Centre Calicut.

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(Enclose separate list if required)

11. Name & designation of authorized representative of the institution/centre _____

12. *Infrastructure available

Floor Area of laboratory (m²) : _____

Area for Miscellaneous Activities : _____

(Title deed / Lease details): _____
(Attach copy)

13. * Available Hardware and Software: (Please enclose a separate list of hardware and software that will be made available for the practical examination in the attached proforma)

14. Declaration by the authorized Representative (s) of the Institution.

a) That I _____ Son / Daughter / Wife of

_____ have read the DSCS as explained in the General Guidelines, and agree to abide by the rules, procedures, criteria and norms of the DOEACC Skill Certification Scheme.

b) That I certify that the particulars furnished here in are true to the best of my knowledge and belief.

c) That I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by _____ to furnish the above information and to undertake the above stated commitment on behalf of my institution.

d) That a Demand Draft No. _____ dated _____ for Rs.

_____ (as prescribed in guidelines) in favour of Director DOEACC Centre Calicut, drawn on _____ Payable at SBI Calicut is enclosed toward application fee. (Bank Name)

e) That I agree that in case any information given by me is false or misleading, the approval of the practical examination centre will be withdrawn for one year with immediate effect.

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- f) That I agree that the approval of the practical examination centre, if awarded, will only be valid for the location / address mentioned in the application.
- g) That I agree to provide full information to prospective students about my approval and validity of approval as a practical exam centre
- h) That I will not indulge in issue of advertisements which may contain information which is not in-line with the DOEACC Skill Certification Scheme.

Signature of
Applicant

Name

Designation

Date

Address

SEAL of Organization (if any)

* Enclose the documentary evidence and provide the data.

Note:

AS per ther existing SOP for examination of DSCS the training institutes have to pay a fee of Rs 7000/- plus service tax towards inspection fee for approval of each of their practical exam centres.

If any of the training institute wants their centre to be approved for more than one course (like DCCT, DCMP, DCAP, DCNA etc.) they have to pay a sum of Rs 1000/- plus service tax for each of the additional courses inspected during the same visit.

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ANNEXURE I

Details of hardware and software required /available

Name of the Course under DSCS: DCCT

A . Hardware & infrastructure

Sl No	Item	Min qty required	Availability (to be filled in by the institution)	Verified (to be filled in by the inspection team)
1.	Digital Multimeters (with Auto ranging)	5		
2.	CRO (Dual trace with attenuation probe)	3		
3.	DC Variable Power Supply (0-30V dc, 1Amps)	5		
4.	Electronic tool kit (Soldering Iron, De-soldering pump, Screw driver Set, Cutter, Pliers)	5		
5.	Analog & Digital Components and Bread board (Resistors, Capacitors, Coils, Small Transformers, Different types of diodes, Transistors, MOSFETs, UJTs, Opto isolators, Batteries, ICs, etc)	10 sets		
6.	Micro Processor Trainer kit	3		
7.	PC for assembling training (any old PC with add-on cards, Floppy Drives(1.2MB), Hard disk, Key board, Mouse)	5		
8.	PC with Internet Connection with Operating system (Win XP, Windows 2000 Server)	5		
9.	Different types of Mother Board (Pentium PIV, PII-MMX based), RAM, Hard Disk etc.	5		
10.	Printers (Dot Matrix, Laser)	1		
11.	Different types of add-on cards (Display cards, Network card, Sound Card) etc.	10		
12.	Infrastructure (50m ² lab space with suitable furniture and UPS supply)	1		

Signature

Designation

Address of Institution with Seal

-----**For office use only**-----

Verified the availability and ownership of the infrastructure required and found to be satisfactory/unsatisfactory

Recommend/Not recommend the approval of the practical exam centre for the above course under DSCS

Signature

Signature

Name

Name

Designation

Designation

Date

Date

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ANNEXURE II
Details of hardware and software required /available

Name of the Course under DSCS: DCAP

A . Hardware & infrastructure

Sl No	Item	Min qty required	Availability (to be filled in by the institution)	Verified (to be filled in by the inspection team)
1	Desktop PC - Pentium 4 and above or equivalent 256 MB RAM , Minimum Disk Space: 40 MB Operating System: Microsoft Windows NT/2000/XP	15		
2	Infrastructure (50m ² lab space with suitable furniture and UPS supply)	1		

B. Licensed Software

Tally7.2 or later versions

Available: Yes/No

Verified: Yes/No

Signature

Designation

Address of Institution with Seal

-----**For office use only**-----
Verified the availability and ownership of the infrastructure equipment and software required and found to be satisfactory /unsatisfactory

Recommend/Not recommend the approval of the practical exam centre for the above course under DSCS

Signature

Name

Designation

Date

Signature

Name

Designation

Date

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ANNEXURE III

Details of hardware and software required /available

Name of the Course under DSCS:

DCMP with specialization in animation & special effects

A . Hardware & infrastructure

Sl No	Item	Min qty required	Availability (to be filled in by the institution)	Verified (to be filled in by the inspection team)
1.	Processor - Pentium 4 2.6 GHz or AMD Athlon, RAM - 512 M, Hard disk - 80GB, Floppy disk - 1.44MB 3.5", Monitor - 15" LCD monitor (or CRT monitor), Mouse (Optical)	15		
2.	Infrastructure (50m ² lab space with suitable furniture and UPS supply)	1		

B. Licensed Software

Adobe InDesign	Available: Yes/No	Verified: Yes/No
Adobe Photoshop	Available: Yes/No	Verified: Yes/No
Macromedia Flash MX s	Available: Yes/No	Verified: Yes/No
Adobe Premiere	Available: Yes/No	Verified: Yes/No
3D Studio Max	Available: Yes/No	Verified: Yes/No
Discrete Combustion	Available: Yes/No	Verified: Yes/No

Signature

Designation

Address of Institution with Seal

-----**For office use only**-----

Verified the availability and ownership of the infrastructure, equipment and software required and found to be satisfactory /unsatisfactory

Recommend/Not recommend the approval of the practical exam centre for the above course under DSCS

Signature

Name

Designation

Date

Signature

Name

Designation

Date

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ANNEXURE IV

Details of hardware and software required /available

**Name of the Course under DSCS:
DCMP with specialization in web designing**

A . Hardware & infrastructure

Sl No	Item	Min qty required	Availability (to be filled in by the institution)	Verified (to be filled in by the inspection team)
1	Processor - Pentium 4 2.6 GHz or AMD Athlon, RAM - 512 M, Hard disk - 80GB, Floppy disk - 1.44MB 3.5", Monitor - 15" LCD monitor (or CRT monitor), Mouse (Optical)	15		
2	Infrastructure (50m ² lab space with suitable furniture and UPS supply)	1		

B. Licensed Software

Adobe InDesign	Available: Yes/No	Verified: Yes/No
Adobe Photoshop	Available: Yes/No	Verified: Yes/No
Macromedia Flash MX s	Available: Yes/No	Verified: Yes/No
Adobe Premiere	Available: Yes/No	Verified: Yes/No
Microsoft FrontPage	Available: Yes/No	Verified: Yes/No
Macromedia DreamWeaver	Available: Yes/No	Verified: Yes/No

Signature

Designation

Address of Institution with Seal

-----**For office use only**-----

Verified the availability and ownership of the infrastructure, equipment and software required and found to be satisfactory /unsatisfactory

Recommend/Not recommend the approval of the practical exam centre for the above course under DSCS

Signature

Name

Designation

Date

Signature

Name

Designation

Date