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1. ABOUT DOEACC SCHEM E:

1.1 Joint scheme of Ministry of Communications & Information Technology (MCIT) & All India Council for Technical Education (AICTE)

DOEACC is a joint Scheme of Ministry of Communications & Information Technology, Department of Information Technology (erstwhile Department of Electronics) and All India Council for Technical Education (AICTE), Govt. of India, a statutory body for the development of technical education, including computer education, in the country. The Scheme is administered by the DOEACC Society, an autonomous body of the Department of Information Technology, Ministry of Communications & Information Technology, Govt. of India. The Society is registered under the Societies Registration Act, 1860.

1.2 Objective:

The objective of the Scheme is to generate qualified manpower in the area of Information Technology (IT) at the national level, by utilizing the facilities and infrastructure available with the institutions/organizations in the non-formal sector.

1.3 DOEACC Courses

Under the Scheme, computer training institutions/organizations in the non-formal sector are authorized to conduct accredited specified level of courses, subject to their meeting well defined norms and criteria. These courses are at four levels, namely:

a) Students can acquire any of these qualifications under the

O Level	- -	<i>Foundation level</i>
A Level	- -	<i>Level equivalent to</i>
		<i>Advanced Diploma</i>
B Level		<i>Level equivalent to MCA</i>
		<i>Degree</i>
C Level		<i>Level equivalent to M. Tech.</i>
		<i>Degree</i>

Scheme, if they undergo the particular level of the DOEACC accredited course in the institutions authorized

to conduct the relevant course and are declared successful in the examinations conducted by the DOEACC Society.

- b) Working professionals can also appear in the DOEACC examinations directly provided they possess the prescribed relevant experience for that particular level.
- c) In either of the above cases, the candidates should have the requisite educational qualification as indicated in the chapter on relevant level.

2. ABOUT DOEACC SOCIETY

- 2.1** DOEACC Society, an autonomous body of the Department of Information Technology, Ministry of Communications & Information Technology, Govt. of India, is an implementing agency for DOEACC Scheme. DOEACC Society is the only professional examination body in India, which accredits institutes/organizations for conducting particular course, specializing in the non-formal sector of IT education.
- 2.2** The head-office of the Society is situated at Electronics Niketan, 6, CGO Complex, New Delhi – 110 003 and number of Counselling Centers are situated in important cities in the country.
- 2.3** The Society is managed and administered by a Governing Council which consists of eminent academicians and professionals from IT industry. Secretary, Govt. of India, Ministry of Communications & Information Technology is the ex-officio President of the Society. The Executive Director is the Chief Executive Officer of the Society and manages day to day affairs of the Society. Manifold functions of the Society are performed through five well-equipped Wings, viz.:
- a) Accreditation Wing
 - b) Database Management Wing
 - c) Examination Wing
 - d) Finance & Administration Wing and
 - e) Registration Wing
- 2.4** The Information Technology sector has been in focus the world over and everyone has geared up to make an impact to global scenario. Manpower requirement in IT sector is far greater than its availability in the country. A study conducted by NASSCOM regarding demand for software professionals indicated that by the year 2008, 2.2 million competent manpower would be required for software and IT enabled services.
- 2.5** The computer has well established its presence in our society and has become integral part of our lives. The rapid growth and transformation of IT has generated tremendous career opportunities to all with different academic/technical background. The formal sector of education in IT has not geared up for meeting the requirement of manpower in IT sector. As such, it has become necessary to utilize the resources available with the organizations/institutes in the non-formal sector. To fill this escalating demand, number of

mushrooming of so-called computer education centers across the country were come into existence. Since recent past these computer education centers put up by private person over-whelmingly without any commitment towards providing standard education/training to the unsuspected students, either in terms of quality or quantity.

2.6 To provide quality assurance in computer education, DOEACC Scheme was launched in the year 1991 by the Govt. of India through Ministry of Communications & Information Technology (erstwhile Department of Electronics). Initially, the number of students registered with the Society for various levels of courses was very limited but as on date there are over 3 lac students registered with the Society.

3. ADVANTAGES OF COURSES UNDER DOEACC SCHEME

3.1 About the institutes imparting training – institutes meeting well-defined criteria regarding space, faculty, hardware, software, library and other parameters/facilities are granted permission to conduct DOEACC accredited courses.

Periodical reviews of such institutes are conducted by the Society to maintain and ensure quality of training/education being imparted by them. Institutes, which fail to fulfil these criteria, loose their accreditation.

3.2 Syllabus – syllabus at various levels adheres to the latest trend in the field of information technology. Syllabus is revised, keeping in view the high rate of obsolesce in the area of information technology.

3.3 Training programmes for the development of faculty – the Society has a continuous programme for development of faculty of the institutes authorized to conduct DOEACC accredited courses. The programme exposes faculty to adopt a structured approach in imparting knowledge and also to improve their communication skill and training methodology.

3.4 Services of over 2,000 experts – DOEACC Scheme avails of the services of over 2,000 experts in the area of information technology for its various activities, including, accreditation of courses, setting of question-papers, evaluation of answer-scripts and evaluation of projects.

3.5 Recognition of courses by the Govt. of India for the purpose of employment – ‘O’, ‘A’ and ‘B’ level courses of DOEACC Scheme are being recognized by the Ministry of Human

Resource Development, Govt. of India, for the purpose of employment in various Central Government, State Government, Public Sector Undertakings, Banks etc. As such, the courses of DOEACC have an edge over courses offered by various institutes/organizations in the private sector.

3.6 Examinations - examinations are conducted under the supervision of Examination Board, which consists of eminent academicians from IIT, IIM and other reputed academic organizations. Examinations conducted by the Society certify the competency level attained by a student, both at the national and international level.

3.7 DOEACC global affiliation - DOEACC is in the process of developing a network of relationship with the leading IT educational institutes and professional bodies, across the world. It is already associated with CINTEC of Sri Lanka and JIPDEC of Japan. The process of accrediting courses being run in the non-formal sector in Nepal is under progress.

3.8 To build up a career in computer/IT, students at large are advised to join the DOEACC courses. Brief of the courses and about the DOEACC Scheme is given in the subsequent chapters.

4. REGISTRATION

4.1 What is Registration?

A system of registration of candidates has been evolved to monitor the growth of a student through the various levels of courses under the DOEACC Scheme and to enable the Society to infer the likely number of candidates appearing in a particular examination in advance to ensure proper planning for the forthcoming examinations. Under the system of Registration, each candidate gets a unique identification number.

a) Registration Forms – Free of cost

Registration is only for candidates and not for institutes. Registration forms are available from the DOEACC Society free of cost and can be obtained either in person or through post. Clear Photostat copies of the Registration Forms may be made use of by candidates for applying for registration. Arrangements are also being made to enable students and institutes to download the Performa from the DOEACC web site (<http://www.doeacc.edu.in>). Application Forms for examinations are different from Registration Forms. Registration Number is also different from Roll Number of a candidate, for examination.

b) A student can register only at one level at a time

Essentially a candidate can register at only one level at any point of time and appearing for an examination at any other level is not permitted.

c) Registration – pre-requisite for appearing in Examination

Registration is a pre-requisite for appearing in DOEACC O/A/B/C level examinations. Candidates should apply for registration in the prescribed form, which is attached at Annexure-I.

d) **(i)** The DOEACC Society at New Delhi is the authority for registration for all levels.

(ii) Registration is open throughout the year. However, cut-off dates have been prescribed for receipt of completed registration forms. The current schedule of cut-off dates is: -

Level	Cut-off dates	
	January Exams	July Exams
O Level	Preceding 30 th June	Preceding 31 st December
A/B/C Levels	Preceding 31 st July	Preceding 31 st January

(iii) Candidates are not eligible to appear in the relevant examination if their Registration Forms are received after the stipulated cut-off dates, except for certain specific cases as may be notified by DOEACC from time to time.

4.2 Registration, by itself, does not entitle a candidate to appear for an examination at the level concerned, unless all conditions, stipulated in the examination application form, and in any other notification, relevant to the examination are fulfilled by the candidate.

4.3 How to apply for Registration?

- a) While applying for registration, the Registration Form duly filled in should be sent to the DOEACC Society with a photograph affixed thereon attested by a Gazetted Officer/Panchayat/Bank Officer/Center Manager of the institute where the candidate has undergone the accredited course. An attested photocopy of the certificate of highest educational qualification attained by the candidate should be attached. The registration fee for the level should also be sent through Demand Draft in favor of DOEACC payable at Delhi.
-) Presently, the Registration Fee is charged at the following rates:

O Level	Rs.500/-
A Level	Rs.500/-
B Level	Rs.500/-
C Level	Rs.500/-

*** Denotes mandatory charges for despatch of Students Guide, List of Institutes (one time) and Newsletters for one year from the date of Registration.**

- c) If a candidate qualifies the lower level and wishes to take up the next higher level, he/she must register at the next higher level. In such a case, he/she needs to remit only the difference in registration fee plus Rs.100/- towards the despatch of publications. This will, however, be not applicable in case of a level jump (i.e. O to B or A to C) in which case full registration fee and charges for publications will have to be paid.
- d) Other instructions to applications given in the Registration Forms should be strictly adhered to while sending the Registration Form.

4.4 a) Submission of Registration Forms through Authorized Institutes

Students from institutes running accredited courses can submit their examination application forms for the next higher level in the next immediate examination on successful completion of all modules/papers of the level by using the old registration number and paying the difference of registration fee and charges for publication. The difference of registration fee and charges for publications would be in addition to the requisite amount of examination fee and postal charges and will have to be remitted through a separate demand draft. In such an event, the registration would be automatically upgraded. This facility would be available only to the students of the institutes running accredited courses.

b) Cut-off dates extended by one month for new students

Registration Forms of newly admitted students of the institutes conducting accredited courses will be accepted by the DOEACC Society upto one month beyond the normal cut-off dates, provided such forms are duly sponsored by institutes conducting accredited courses and accompanied by a soft file containing the data pertaining to the Registration Forms in the data structure provided by the DOEACC Society.

4.5 a) Validity of Registration

Once registered at a particular level, the registration is valid for ten consecutive examinations for O/A levels and twelve consecutive examinations for B/C levels, reckoned from the specific examination as indicated in the Registration Allocation Letter issued to the candidates.

- b) It is advised that candidates may register themselves as early as possible without waiting for the cut-off date.

c) Applications for registration for next level

A candidate registered at one level, intending to register at another level, without clearing all modules/papers of the former level, will have to remit the full registration fee and charges for publications for the latter level along with a registration form duly filled in.

d) (i) Eligibility for obtaining a certificate when one applies for next level registration and fail some modules of the previous level.

In case a candidate qualifies in certain modules/papers at a level and appears for the remaining modules/papers at that level and pending the announcement of results, registers at higher level, in anticipation of passing the lower level, the candidate will forfeit the chances of appearing in the modules/papers in which the candidate is found unsuccessful at the lower level after declaration of results. He/she will thus, not be eligible to get the certificate for that level.

- (ii)** Exemption for the common module/papers qualified at a particular level would not be extended at the higher level in case the candidate get himself/herself registered at another level without qualifying all modules/papers at the level at which he/she was initially registered.

4.6 Change of address

- a)** Candidates should invariably inform the DOEACC Society in case there is a change of address, as communications to the candidate will be to their addressed given in the Registration Forms. While requesting for change in address, complete new address may be written in block capitals.

b) Personal addressed may be given instead of c/o institutions.

5. SELECTION OF AN INSTITUTE BY A STUDENT FOR ENROLLING FOR AN ACCREDITED COURSE:

5.1 Does the institute have an Accreditation Certificate for running a DOEACC course?

Check the accreditation number and its validity. Some non-accredited institutes are falsely claiming to run DOEACC accredited courses.

5.2 Is the institute entitled to offer the specific course?

In many cases, institutes accredited to conduct specific levels of courses are wrongly advertising and offering other levels of courses.

5.3 Is the particular location accredited?

DOEACC Society only accredits the courses at a specific location based on the facilities and faculty besides other factors. Accreditation of one location does not automatically entitle an Institute/Company to offer DOEACC courses at other locations/franchisees.

5.4 Have you verified the claims made by the Institutes?

Verify the claims made orally by the institute with data given in the prospectus or any other written public document/web site etc.

5.5 Is the faculty qualified and competent?

Verify the availability of qualified faculty with respect to the claims made in the Prospectus. If the prospectus is not available or information is not clear, insist on written data. Note that for DOEACC course, minimum three-trained full time faculty members with specific qualification of one higher level are required for each level.

5.6 Is the fee structure fair?

Ensure that the fee being charged by the institute is written in the prospectus/or any other handouts. Also check they charge the same fee from all students in a uniform way and a proper receipt is issued for the same. Each institute has its own fee structure, which should be in proportion to the quality of facilities available in the institute.

5.7 How do you ensure the quality content of the lectures being offered?

The training offered at the institute conforms to the DOEACC curricula/syllabi and due weightage is given to each topic.

5.8 What should be checked by a student about the institute?

Verify the availability of qualified faculty, hardware and software (especially computers and other related equipment), library, classrooms discussions, seminar rooms etc.

6 DOEACC 'O' LEVEL COURSE

6.1 Eligibility Criteria

'O' level course of DOEACC Scheme is equivalent to a Foundation Level Course in Computer Applications. Students can acquire this qualification by undergoing this course and passing the examination conducted by the DOEACC Society. Working professionals can also appear in this examination directly, provided they possess the requisite educational qualification as indicated below: -

For students appearing through an Institute:

10+2 or ITI Certificate (One Year) after class 10 followed in each case by an accredited 'O' Level Course.

Or

Successful completion of the second year of a Government recognized polytechnic engineering/diploma course after class 10, followed by an accredited 'O' level course concurrently during the third year of the said polytechnic engineering diploma course.

For students-at-large (Direct Applicants)

10+2 or ITI Certificate (One Year) after class 10 followed in each case, by one-year relevant experience. (Relevant experience connotes job experience in IT, including teaching in a recognized institution as faculty member, excludes coaching).

Or

A pass in the NCVT-DP&CS (Data Processing & Computer Software) Examination conducted by DGE&T (Govt. of India).

6.2 Syllabus for DOEACC 'O' level course:

The syllabus for 'O' level has been diversified. Consequent on diversification, it contains one compulsory module and three elective modules. In the diversified syllabus, new subjects have been added as electives and certain amendments have been made to the syllabus on some of the subjects. Examination for 'O' level will be held only under the diversified syllabus from January 2000 onwards. Certificate will be issued to candidates, who are registered at 'O' level and have successfully completed two modules under the diversified syllabus for 'O' level, including compulsory module of 'Personal Computer Software'. Such candidates are required

to pay a fee of Rs.250/- by Demand Draft in favour of DOEACC payable at New Delhi. The papers for 'O' level are as under: -

M1	IT Tools and Application
M2	Business Systems
M3	Internet and Web Design
M4.1	Programming & Problem Solving through C Language
M4.2	Programming through Visual Basic

(One subject out of M4.1/M4.2 is to be chosen).

The syllabus for 'O' level can be obtained by post or in person from the DOEACC Society and the cost is Rs.125/-.

6.3 Project

At 'O' level there is one project. No marks are assigned. Candidates are expected to carry out a project successfully and submit certificate in the prescribed format from the head of the institute running the accredited course or the organization of which the candidate is an employee.

6.4 Recognition by Ministry of Human Resource Development

The Ministry of Human Resource Development, Government of India has recognized 'O' level examination conducted by the Computer Society of India (CSI) under the Department of Electronics Accreditation of Computer Courses (DOEACC) Scheme as equivalent to Foundation Course for the purpose of employment to posts and services under the Central Government w.e.f. 1st March 1995 vide their notification No.: F.18-23/92-TD.V/Ts-IV dated 1st March 1995. In view of the above notification the passed out candidates with 'O' level qualification from the DOEACC Society will henceforth be eligible for registration in employment exchanges for job assistance.

7. DOEACC 'A' LEVEL COURSE

7.1 Eligibility Criteria

'A' level course of DOEACC Scheme is equivalent to an Advanced Diploma in Computer Applications. Students can acquire this qualification, by undergoing this course and passing the examination conducted by the DOEACC Society. Working professionals can also appear in this examination

directly, provided they possess the requisite educational qualification as indicated below: -

For Students appearing through an Institute:

Level 'O'/Government recognized polytechnic engineering diploma after class 10. Followed in each case, by an accredited 'A' level course (no concurrency).

Or

A Government recognized polytechnic engineering diploma after 10+2 / Graduate and an accredited 'A' level course in each case (May be concurrent).

For Students-at-large (Direct Applicants)

Level 'O'/Government recognized polytechnic engineering diploma/Graduate, followed in each case, by two years relevant experience. *

+The 'A' level diploma will be awarded only after successful completion of the academic stream i.e. polytechnic engineering diploma after 10+2 or degree.

*Relevant experience connotes job experience in IT, including teaching in a recognized institution as faculty member, excludes coaching.

7.2 Syllabus for DOEACC 'A' level course:

The syllabus for 'A' level has been diversified. Consequent on diversification, it contains eight compulsory modules and two elective papers. In the diversified syllabi, new subjects have been added as elective and certain amendments have been made to the syllabus on some of the subjects. All the subjects prior to diversification have been retained on diversification of the syllabus, with the amendments mentioned above. Examination for 'A' level will be held only under the diversified syllabus from January 2000 onwards. 'A' level as a whole, is a sub-set of 'B' level. The papers for 'A' level are as under: -

A1	IT Tools and Application
A2	Business Systems
A3	Programming & Problem solving through "C" Language
A4	Computer Organization
A5	Software Engineering
A6	Data Structure through "C" Language
A7	Introduction to Data Base Management Systems

A8	Basic of OS, Unix & Shell Programming
A9	Data Communication and Networks
A10	Elective
	A 10.1 Introduction to Object Oriented Programming & C++
	A10.2 Introduction to Object Oriented Programming through Java
	A10.3 Computer Graphics

The syllabus for 'A' level can be obtained by post or in person from the DOEACC Society and the cost is Rs.150/-.

7.3 Project

At 'A' level there is one project. 100 marks are assigned. The project has to be submitted along with a fee of Rs.500/- and a certificate is to accompany it. A viva-voce will be conducted by an expert nominated by the DOEACC Society, as far as possible near the candidate's location.

7.4 Recognition by Ministry of Human Resource Development

The Ministry of Human Resource Development, Government of India, has recognized 'A' level examinations conducted by the Computer Society of India (CSI) under the Department of Electronics Accreditation of Computer Courses (DOEACC) Scheme as equivalent to Advanced Diploma level course for the purpose of employment to posts and services under the Central Government vide their notification No.: F.18-23/92-TD.V/TS-IV dated 10th April 1996. In view of the above notification the passed out candidates with 'A' level qualification from the DOEACC Society will henceforth be eligible for registration in employment exchanges for job

8. DOEACC 'B' LEVEL COURSE

assistance.

8.1 Eligibility Criteria

'B' level course of the DOEACC Scheme has been recognized by Ministry of Human Resource Development, Govt. of India, as professionally equivalent to MCA Degree course. Students can acquire this qualification by undergoing this course and passing the examination conducted by the DOEACC Society. Working professionals can also appear in this examination directly, provided they possess the requisite education qualification as indicated below:-

For Students appearing through an Institute:

Level 'A' /Government recognized PPDCA/Government recognized PGDCA/Government recognized polytechnic engineering diploma/Graduate, followed in each case by an accredited 'B' level course (First two semesters are exempted for those who pass 'A' level in full. Candidates having Government recognized PPDCA/Government recognized PGDCA will also be eligible for exemption of some subjects depending on the courses they had undergone, on a case by case basis).

For Students-at-large (Direct Applicants)

Level 'A' /Government recognized PPDCA/Government recognized PGDCA, followed in each case by two years relevant experience. *

(First two semesters are exempted for those who pass 'A' level in full. Candidates having Government recognized PPDCA/Government recognized PGDCA will also be eligible for exemption of some subjects depending on the courses, they had undergone on a case by case basis).

Graduate/Government recognized polytechnic engineering diploma, followed in each case by three years relevant experience. *

***Relevant experience connotes job experience in IT including teaching in a recognized institution as faculty member, excludes coaching.**

8.2 Syllabus for DOEACC 'B' level course

The first ten papers of the 'B' level and the project will be the same as for 'A' level, with the codes being changed for 'B' level. The remaining papers for 'B' level are indicated below: -

<u>B1.1</u>	IT Tools and Applications
<u>B1.2</u>	Business Systems
<u>B1.3</u>	Programming and Problem Solving through 'C' Language
<u>B1.4</u>	Computer Organisation
<u>B1.5</u>	Structured System Analysis & Design
<u>B2.1</u>	Data Structure through 'C' Language
<u>B2.2</u>	Introduction to Database Management Systems
<u>B2.3</u>	Basics of OS, Unix and Shell Programming
<u>B2.4</u>	Data Communication and Computer Networks

B2.5	Elective I (one of the following three subjects to be chosen)
B2.51	Introduction to Object Oriented Programming and C++
B2.52	Introduction to Object Oriented Programming through Java
B2.53	Computer Graphics
B3.1	Management Fundamentals and Information Systems
B3.2	Basic Mathematics
B3.3	Software Engineering
B3.4	Operating Systems
B3.5	Networking & Mobile Communications
B4.1	Computer Based Statistical & Numerical Techniques
B4.2	Discrete Structure
B4.3	Software Testing and Quality Management
B4.4	Computer Graphics & Multimedia Systems
B4.5	Internet Technologies and Tools
B5.1	Professional and Business Communications
B5.2	Object Oriented Database Management System
B5.3	Network Management & Information Security
	Elective - II **
	Elective - III **

**** List of the Subjects from which the above electives can be chosen are (select any two**

	form the below):
BE1	Embedded Systems
BE2	AI and Applications
BE3	E-Business
BE4	Principle of Modelling & Simulation
BE5	Parallel Computing
BE6	Software Project Management
BE7	Applied Bio-Informatics
BE8	Digital Image Processing
BE9	Accounting & Financial Management
BE10	Applied Operations Research

The Syllabus for 'B' level can be obtained by post or in person from the DOEACC Society and the cost is Rs.200/-.

8.3 Project

At 'B' level there are two projects. The first one will be as for 'A' level and to be completed as for 'A' level.

The second project should approximately amount to an effort of 500 man-hours, 300 marks are assigned. The project should be chosen by the candidate and approved by the DOEACC Society. This project should be submitted after completion of all papers with a fee of Rs.3,000/- and a certificate. DOEACC Society will constitute a Board of two experts to conduct a viva-voce.

8.4 Recognition by Ministry of Human Resource Development

Ministry of Human Resource Development vide their Notification No.: F.2/6/97-T.S.IIIA (.) 54 dated 26th September 2000 has recognized the 'B' level computer examination being conducted by Department of Electronics Accreditation of Computer Courses (DOEACC) Society for the purpose of employment under the Central Government where MCA is the desired qualification.

7. DOEACC 'C' LEVEL COURSE

9.1 Eligibility Criteria

It is under the active consideration of AICTE to provide professional recognition to 'C' level course of DOEACC Scheme. Students can acquire this qualification by undergoing this course and passing the examination conducted by the DOEACC Society. Working professionals can also appear in this examination directly, provided they possess the requisite educational qualification as indicated below: -

For Students appearing through an Institute:

Level 'B' / B. Tech. / BE / MCA / M.Sc. / Master's Degree in Mathematics / Statistics / Operations Research / MBA (or equivalent) with B. Sc. / BA (Mathematics / Statistics). GATE (Computer), followed in each case by an accredited 'C' level course.

For Students-at-large (Direct Applicant)

Level 'B' / B. Tech. / BE / MCA / M. Sc. / Master's Degree in Mathematics Statistics / Operations Research / MBA (or equivalent) with B. Sc. / BA (Mathematics / Statistics), GATE

(Computer) followed in each case by one and half year relevant experience. *

***Relevant experience connotes job experience in IT, including teaching in a recognized institution as faculty member excludes coaching.**

9.2 Syllabus for DOEACC 'C' level course

The papers for 'C' level course are as under: -

C1	Computer Organization
C2	Data Structure through 'C' Language
C3	Operating Systems
C4	Algorithm Analysis & Design
C5	Object Oriented Methodology
C6	Advanced DBMS
C7	Advanced Computer Networks
C8	Advanced Software Engineering
C9	Advanced Software Project Management
C10	Computer Graphics & Animation
C11	Multimedia Technology & Virtual Reality
C12	Distributed Systems
C13	Digital System Design
C14	AI & Neural Networks
	Select any four from CE 1- CE8
CE1	Advanced Computer Architecture
CE2	Wireless & Mobile Networks
CE3	Data Warehousing & Mining
CE4	Network Security & Cryptography
CE5	Image Processing & Computer Vision
CE6	Software Quality Management
CE7	Real Time Systems
CE8	Logic & Functional Programming

The Syllabus for 'C' level can be obtained by post or in person from the DOEACC Society and the cost is Rs.200/-.

9.3 Project & Term Paper

At 'C' level there is one project, which should be approved by the DOEACC Society. 300 marks are assigned. The project can be submitted simultaneously while taking the last paper with a fee of Rs.3,000/- and a certificate. In addition of project, it is required to submit a term paper with a fee of Rs.600/- containing information on key topics using research methodology.

10. COURSE ON COMPUTER CONCEPTS (CCC)

10.1 Introduction:

The DOEACC Society has introduced a Course on Computer Concepts (CCC) in 1999, which is designed to impart knowledge at a basic level in computers for the common man. On successful completion of the course, it is expected that the incumbent would be able to use a computer for basic purposes of preparing personal/business letters, viewing information on Internet (Web), sending mails, preparing business presentations. Small business personnel working level personnel in State Level Govt. offices, PSUs, Banks, Unions & State Public Commissions and Private / organized sector, besides enterprises small scale industry personnel requiring basic IT competence and skills for their day to day work related to word processing, database, e-mail and internet browsing requirements. Housewives would be able to benefit from this course on computers.

10.2 No pre-requisite qualifications are required by candidates to undergo this course. An elementary knowledge of English, is however, expected from the candidate. The course has been strategically designed to give a large weightage to practical usage of computers at the same time giving adequate exposure to requisite theoretical concepts with enough tutorial work.

The total duration of the course is 80 hours, consisting of: -

- | | | |
|-----------------|---|---------|
| i) Theory | - | 25 hrs |
| ii) Tutorials | - | 05 hrs. |
| iii) Practicals | - | 50hrs. |

10.3 Who can conduct CCC?

Institutes conducting any of the O/A/B/C level accredited courses may conduct the Course on Computer Concepts. No separate accreditation is required for such institutes. However, the institutes conducting the O/A/B/C level accredited courses are required to obtain permission before the commencement of the course from the DOEACC Society.

10.4 CCC Examination – thrice a year

Examinations for the certificate course will be conducted thrice a year by the DOEACC Society, in the months of January and July (theory papers) and corresponding

practical examination in the months of March and September. Examinations would consist of a theory and practical examination. The practical examinations of successful candidates would be conducted after the theory examinations.

11. EXAMINATIONS

Registration is a pre-requisite for candidates to appear in DOEACC O/A/B/C level examinations. Examinations are held all over India on the second Saturday of January and July each year.

11.1 Dates for Examinations

- a) Dates for the various activities connected with examinations will be announced through Newspapers well in advance of the examinations, normally in the last week of February and August relevant to July and January examinations, respectively.
- b) Candidates undergoing 'O' level accredited course may appear in first two modules of 'O' level examination after six months of the commencement of the accredited course and in the remaining two modules after the completion of one year of the commencement of the accredited course. This is subject to the condition that the subjects have been covered in the accredited course by the institute and so endorsed in the examination application forms as per format therein.

11.2 Eligibility Criteria

At O/A/B/C levels, candidates can appear in any paper, in any order, if the subject has been covered in the institution running the accredited course and so endorsed on the application form. Direct candidates can appear in examinations if they satisfy the eligibility criteria as applicable to them.

11.3 Examination Centers

- a) Examinations are conducted at about 120 centers all over the country. The conduct of examinations at these centers is liable to change.
- b) Examination Centers are classified as Primary and Secondary
- c) Where as examinations will be conducted at all the Primary Centers, the conduct of examinations at Secondary centers depends upon the number of candidates and infrastructure available at these centers. It is possible that one or more of these secondary centers is cancelled, if there are not sufficient number of candidates or for any other administrative reasons.

- d) Candidates who choose one of the Secondary centers as a first choice in their application forms for examinations are required to give a Primary center as a second choice.

11.4 Applying for Examinations

Application forms for examinations are different from Registration Forms. Details of the availability of the Examination Application Forms will be announced in the leading newspapers as and when examinations are scheduled. The time schedule of examinations is as follows: -

Calendar of Events		Examinations	
A	Sale of Examination Application Forms	<u>January</u>	<u>July</u>
	Commencement Date		
	Closing Date	<u>1st September</u>	<u>1st March</u>
B	- From the office of the DOEACC through Post /	15 th October	15 th April
	- From Counseling Centers	25 th October	25 th April
	- From DOEACC Society counter at New Delhi	31 st October	30 th April
	- Closing date for receipt of filled forms at DOEACC Society	31 st October	30 th April
	- With late fee	#10 th	*10 th May
Commencement of Exams	November	2 nd Saturday in January	2 nd Saturday in July
#Effective from January 2003			
*It will be 7th May for July 200			
		Examinations	
		2	
		Examinations	

Application forms for examination are also available at DOEACC Counseling Centers apart from the office of the DOEACC Society at New Delhi on payment of a fee of Rs.25/-per application form. Instructions for filling up the examination application forms as given therein should be strictly followed. These have been revised with a view to help the students to ensure that the application forms are correctly filled-in and all details are given correctly at the first instance.

A checklist has also been included both for students as well as institutes forwarding them to DOEACC.

11.5 Last Date for receipt of applications

The last date for receipt of applications in the office of the DOEACC Society at through Post Bag No. 10, Head Post Office, Lodhi Road, New Delhi are as under:

For January Examinations:

31 st October	Without late fee
#10 th November	With late fee of Rs.100/- with each application, irrespective of number of modules applied for. _____
#Effective from January 2003 Examinations	

30 th April 10 th	Without late fee
May*	With late fee of Rs.100/- with each application, irrespective of number of modules applied for. _____
*It will be 7th May for July 2002 Examinations.	

For July Examinations:

11.6 Examination fee

11.6.1 Examination fee for each module/paper of O/A/B/C level is Rs.500/- for each paper/module. Late fee is Rs.100/- per application irrespective of the number of modules applied for. Practical fee@ Rs 300/-per paper.

In addition an amount of Rs.30/- should be sent along with the examination fee towards postage charges for mailing the admit cards and the result sheet.

A list of the names of the Bank of Branches accepting examination is given in the examination application form itself. This list is liable to change. Candidates have the option either to deposit the examination fees in any of these branches or may send the examination fee only by a crossed demand draft in favour of DOEACC payable at New Delhi. The fee is also accepted in cash at DOEACC Cash Counter.

11.6.4 **Refund of fee** – fees, once paid, will not be refunded, under any circumstances, except when a candidate has sent an Examination Forms for appearing in a module, with the requisite fee, before the commencement of the results of the previous examination and subsequently he has passed in the module (s) applied for.

If the examination fee paid does not cover the module(s) applied for, examination forms would be rejected.

SC/ST candidates are eligible for refund of examination fee after they clear all the modules/papers relating to an examination, namely O/A/B/C. Such candidates should apply along with the attested photocopies of: -

i) Proof of belonging to SC/ST

ii) Result sheet of

DOEACC examination

11.7 Submission of Application Forms to DOEACC

11.7.1 Institutes authorized to conduct DOEACC courses may submit the filled in examination application forms in bulk. However, it shall be the responsibility of the institute to ensure that the same is received through Post Bag No. 10, Head Post Office, Lodhi Road, New Delhi-110 003, well before the cut-off date, as mentioned in para 15 above. Under no circumstances any request with respect to the late submission will be entertained and application(s) received after the cut-off date would be summarily rejected.

11.7.2 Applications received after 7th May / 7th November will not be entertained under any circumstances for July / January examinations and correspondence shall not be entertained in this regard.

11.8 Admit Cards

Candidates who are found eligible will be issued admit cards well before commencement of the examination.

Admit card is issued to a candidate who is admitted to the DOEACC Examination. A timetable containing details such as dates of examination, examination

timing / session, sequence of papers, instructions to candidates is also sent along with the admit cards. Candidates in their own interest are advised to carefully verify these details.

11.8.3 Candidates who may not have received their admit / identity cards by 30th June / 31st December for January / July examinations, respectively, may check their Roll Numbers from the web site (www.doeacc.edu.in) entering their registration number and those who find their registration number on the web site may report at the relevant examination centers along with the print out of the relevant page. They will be allowed to appear in the examination after verification of their identity for which necessary arrangements exists at each examination center.

11.9 Result of Examinations

11.9.1 Results are sent as grades to the candidates as also to institutes, conducting accredited courses, from where candidates have appeared for examinations.

Gradation is as follows:

Marks	Grade	Marks	Grade
Below 50%	F (Failed)	65%-74%	B
50%-54%	D	75% - 84%	A
55%-64%	C	85% and above	S

11.9.2 Re-totalling can be requesting within one month from the date of publication of results along with a fee of Rs.200/- per module/paper.

11.9.3 On successful completion of the modules/papers and of the project, the candidates are awarded certificates / diplomas by the Society.

11.9.4 'B' level candidates on successful completion of first ten papers common to 'A' level and of the first project, are awarded Advanced Diploma as are being issued to 'A' level successful candidates.

11.9.5 Results of 'O' and 'A' levels are also published on the DOEACC web site.

11.10 Medium of Examination (applicable only for 'O' level)

Candidate can opt to write the answers (Descriptive Portion Only) in Hindi and English. The choice should be indicated therein. In case the choice is not given, the choice of English medium would be assumed. Question Papers however, would continue to be in English only.

11.11 How the application should reach the office of the DOEACC?

11.11.1 The application form with Demand Draft from any nationalized bank payable at New Delhi/Challan/Cash receipt should be sent through Post Bag No. 10, Head Post Office, Lodhi Road, New Delhi – 110 003, only in the special envelope attached to the form to the Controller (Examinations) of the DOEACC Society at New Delhi. Candidates are advised not to send their applications through private courier.

11.11 .2 Institutes authorized to conduct DOEACC courses may submit the filled in Examination Application Forms in bulk. However, it shall be the responsibility of the institute to ensure that the same is received through Post Bag No. 10, Head Post Office, Lodhi Road, New Delhi – 110 003 well before the cut-off date, as mentioned in para 15 above. Under no circumstances, any request with respect to late submission will be entertained and application(s) received after the cut-off date would be summarily rejected.

2. AWARDS & PRIZES

Every candidate passing the DOEACC examinations will be furnished with a Pass Certificate to that effect. Certificate of Merit is give to each candidate who passes O/A/B/C level examinations having cleared all the subjects together.

In addition to the Certificate of Merit, following prizes are awarded to felicitate those candidates who tops in 'O' and 'A' level examinations at the national level.

Level	Rank	Name of the Award	Amount
O	1 st	Prof. S. Sampath	Rs.5,000.00
	2 nd	Award	Rs.2,000.00
	3 rd	Cash Award	Rs.1 ,000.00
A	1 st	Shri T. C. Gupta	Rs.5,000.00
	2 nd	Award	Rs.2,000.00
	3 rd	Cash Award	Rs.1 ,000.00

EXAMINATION CENTERS

'O'	'O' & 'A'	'O' / 'A' & 'B'	'O' / 'A' / 'B' & 'C'
Agartala	Ajmer	Hardwar	Allahabad
Aizwal	Aurangabad	Jalgaon	Ahmedabad
Bhavnagar	Bhilwara	Noida	Vadodra
Berhampur	Bulandshahar	Shimla	Bhopal
Bikaner Bokaro	Bhilai	Quilon	Bhubneshwar
Cuddapah		Tirupati	Ba nga lore
Deoaria	Balasore	Vidisha	Calcutta
Dibrugarh	Bareilly		Cuttack
Dhule Dimapur	Coimbatore		Cochin
Durgapur	Dehradun		Chandigarh
Ganganagar	Faridabad		Chennai
Hissar	Guwahati		Gorakhpur
	Ghaziabad		Hyderabad
	Goa		
Itanagar			
Jhansi			Indore
Jabalpur			Jaipur
Jalandhar	Imphal		Jammu
Karnal Kota	Jamshedpur		Kozhikode
	Jodhpur		Lucknow
Lunglei	Kanpur		Mumbai
Madurai	Kottayam		Nagpur
Mandi	Meerut		New Delhi
Nagercoil	Rourkela		Patna
Nanded	Roorkee		
Nashik	Ranchi		Pune
	Ramnagar		Trivandrum
	Shillong		Vijayawada
Pali	Srinagar		Vishakhapatnam
	Trichur		
Patiala			
Pilani	Tezpur		
Raipur	Udaipur		
Rishikesh			
Satara			

S.No	Place	Branch	Abbvn.	Address
1.	Ahmedabad		(AHM)	Gandhi Road, Shailbadhra, Khadia
2.	Ajmer		(AJM)	Beawar Road, Near St. Francis Hospital
3.	Allahabad		(ALH)	10 Sardar Patel Marg, Civil Lines
4.	Asa nsol		(ASN)	203, G. T. Road, (East) P. B. No. 101
5.	Aura nga bad		(AUR)	Raj Mamta, Kranti Chowk
6.	Vadodra		(BDA)	Raj Road, Madhuban
7.	Ba nga lore		(BNG)	Farah Commercial Center, 75 J. C. Road
8.	Bareilly		(BRL)	46, Civil Lines, P. B. No. 110
9.	Bhavnagar		(BVN)	Amba Chowk, P. B. No. 37
10.	Bhillai		(BHI)	Plot No. 6, Civic Center
11.	Bhilwara		(BLW)	83-84 Pech Area, Bhopalganj, P. B. No. 120
12.	Bhopal		(BHO)	31, Hamidia Road
13.	Bhubneshwar		(BHU)	129, Ashok Nagar, Unit II, Janpath
14.	Bikaner		(BKN)	M. G. Road, P. B. No. 25
15.	Bokaro		(B KR)	Plot No. E-1 7, City Centre Bokaro Steel City Distt. Bokaro, Jharkhand
16.	Calcutta		(CAL-1)	Chowhree Square, 3 Chittaranjan Avenue, Dharamtolla
17.	Calcutta		(CAL-2)	Bow Bazar, 167-1 67C, Bepin Behari Ganguly Street

Saharan pur

Salem

Sambalpur

Silchar

Siliguri

Surat

Trichy

Tuticorin

V V Nagar

Yamuna Nagar

BRANCHES OF BANK OF INDIA ACCEPTING EXAMINATION FEES

18.	Calcutta	(CAL-3)	Salt Lake Block DD-2 Sector-I, 1st Floor,
19.	Calicut	(KOZ)	Salt Lake City
20.	Chandigarh	(CHA)	8/103, Silk Street, Post Box No 1123 Bank
21.	Chennai	(CHN)	Square, Sector No. 17, PB No. 2
22.	Cochin	(CCH)	827, Mount Road
23.	Coimbatore	(COI)	PB No. 1088, MG Road, Ernakulam
24.	Dehradun	(DDN)	324, Oppankara Street, PB No. 105
25.	Dhule	(DHL)	11 B-C, Rajpura Road PB No. 85 1755/56, 2 nd lane, Amol Jan, Dnyanalaya Bldg.
27.	Durgapur	(DUR)	Nachan Road, Distt. Burdwan
28.	Faridabad	(FBD)	2-A/6. Bunaalow Plot. Faridabad, Township
30.	Farukhabad	(FRU)	4/2 Brindaban Street
31.	Gangtok	(GAN)	New Market Opp. Star Cinema Hall
32.	Ghaziabad	(GAZ)	59, Grand Trunk Road
33.	Goa	(GOA)	Rua De Ormuz, PB No.167, Panaji
34.	Gorakhpur	(GRP)	92. Lal Bahadur Shastri Marg, Golahar
35.	Gurgaon	(GUR)	Old Railway Road
36.	Guwahati	(GUW)	Hema Barua Road, PB No 545, Kamarpatty
38.	Hyderabad	(HYD)	9/3 Nampally, Station Road
39.	Indore	(IND)	Santa Bazar, Pungalia Bhawan, PB No. 60
41.	Jabalpur	(JAB)	Ashirwad Market 1st Floor, Lordgani
43.	Jaipur	(JAI)	66, Pansari Chambers, Johri Bazar
45.	Jalandhar	(JLN)	Gyan Cottage, Grant Trunk Road PB No.6
47.	Jalgaon	(JGN)	Kalyan Bhavan, 291 Baliram Peth PB No. 36
49.	Jammu	(JAM)	Vir Marg, Residency Road
50.	Jamshedpur	(JSD)	Bistpur PB No. 47
51.	Jhansi	(JSI)	Dr. Dava Saagar's Compound. Manik Chowk
53.	Jodhpur	(JOD)	Nahata Bhawan PB No.47 Daulia Sharda Marg
55.	Kanpur	(KAN)	38/101, Meston Road

46. Karnal (KNL) (SMB) (SAT)
47. Keonjhar (KNJ)
71. Shillong (SH I) (SHM)
48. Kota Shimla (KTA)
49. Kottayam)
50. Lucknow (KOT)
51. Madurai (LNW)
52. Mandi (MDU)
53. Meerut (MND)
54. Mumbai (MUM)
55. Nagpur (NAG)
56. Nanded (NAN)
- (MRT)
58. Nasik
- (N AS)
58. New Delhi (NDL)
59. Noida (NOD)
63. Patna (PAT)
64. Ranchi
62. Pune (PUN)
66. Rajkot (QLN)
- Rourkela (RAI)
- Saharanpur (RAN)
- Salem
- (R KT)
- (ROU)
- (SH N)
- (SLM)
- 68.

Opp.	Nagar Road
Randhir Cinema, Kunjpura Rd.	Museum Savings, Jeero Bldg. MG Road Rabindranath Tagore Road, Civil Lines
Shishu Bhavan Market Complex, NH No. 6	Opp. Govt. Multipurpose High School Subhash Road, PB No. 3 Vazirabad Nasik Road, Plot No.1, Opp. Hotel Avanti, Nasik, Pune
Rampura Bazar, PB No. 32	Electronics Niketan, 6 CGO Complex E-52, B Sector9
PB No.95, Mangad Building, Baker Jn. Mull Building, Ashok Marg PB No.32 1	Dashmesh Mkt. 1 st Floor, Opp. Pital Ka Mahadev, Jhau Ganj
9, East Avani Moola Street PB No.: 208 School Bazar PB No. 12	285, Koregaon Park, Tarabaug
Anand Bhawan Kothi No. 346 Khair	Enoch Chambers 881/V KM, Vadayattukotta RD. PB No. 310 Rukmini Bhavan, Behind Jairam Talkies
	Clubsid Road, Good Books Building, Main Road (South)
	Post Bag No. 133, Para Bazar, M.G. Road
	Hamirpur Road, Sector 19
	Sri Trilok Chand Jain Market Court Road
	624, Fort Main Road, Shevapeth PB No.: 271
	Kali Bari, VSS Marg
	Parijat, Plot
	No.491/A1/A
	22 Sadar
	Bazar, Shivaji Circle
	Police Bazar (Central) PB No. 96
	45, The Mall PB No. 16

73.

74.

75.

76.

78. Tirupathi

79. Trichur



79. Thiruvananth
a pura m

80. Tuticorin

81. Udaipur

82. Vijayawada

83. Vishakhapat nam

84. Yamunanag ar

Sevok Road, Siliguri	(S IL)	Karjali Bhavan, 3 Nayay Marg
Distt. Darjeeling	(SRI)	Door No. 27-6-193/194
Maulana Azad	(SU R)	Prakasam Road,
Road Kanpith,	(TRI)	Governorpeta PB No. 411
Lalgate PB No. 226		Sitaram Bhawan 26-15-19 Kotha Road
166, West	(TRU)	
Boulevard Road,	(TUM)	Shahensha Hotel, New
Teppakulam Post		Fountain Chowk, Jagadhari
PB No. 332		Road
No. 31, 1 st Floor,	(TVM)	
Gandhi Road,		
Tirupathi	(TUT)	
Korappth Building,	(UDA)	
29/1289 & 10 PB	(VIJ)	
No. 64, MG Road		
Puthenchantai, PB	(VIZ)	
No. 51, MG Road	(YMN)	
48, Beach Road		

DOEACC COUNSELING CENTERS

Sr. No.	Name of the Counselor	Address of the Counselor
1.	Shri Manas Panda	STPI, Priyadarshan Market Complex, II Floor , CRP Square, Nayapalli, Bhubaneswar - 751 012.
2.	Shri E Kamalakar Rao	ETDC , 100 Feet road, Peenya Industrial Area, Bangalore- 560 058
3.	Shri Ravindra M Khare	Tel:- 080-2839464728394252 ETDC, STQC Driectorate , MCIT , DIT , 30 GMCC NIO Road Near AIR Transmeter, Post Goa University, Goa - 403511
4.	Shri L S Sharma	Tel:- 0832-2458680 & 81 Director, EQDC , B - 177/178, GIDC Electronics Estate, Sector - 25,
5.	Shri S Maiti	Gandhinagar 382 044 , Gujrat Tel:- 079-23243526/7023240971/82 Director , ETDC, Ganeshgure Chariialia, G S Road, Rajgarh Road , Dispur,
6.	Dr S K Taher Ali	Guwahati - 731007 Tel:- 0361-2221502/0143 C-MET, IDA, Phase II, Cherapally, Opp rto bus stop, PO hcl, Hyderabad - 500051, A P Tel:- 040-27262437
7.	Dr V P Gupta	2/12 SFS Aggarwal farm , Manasarovar, Jaipur-302 020 Tel:-0141-5140010(M), 2396906 Examination Forms are also available at following address- Cashier School of Huminities, University of Rajasthan Jaipur- 302 004
8.	Ms Sulbha Powar	Department of Computer Science & Computer Centre, SNDT Womens University , Juhu tara Road, Santacruz (w), Mumbai 400049
9.	Dr R Ratheesh	

Tel:- 0487-2201156-59

10.

Shri D.Damodaran

Sr. Scientific Officer, Centre for
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The information provided in this Student Guide is subject to change without notice. Updated information on the DOEACC Scheme pertaining to fees; cut-off schedules; syllabi, list of examination centers, counselling centers, etc. should be obtained from the DOEACC website, which is <http://www.doeacc.edu.in>.

All are advised to strictly adhere to the calendar of events for examination activities contained in Para 11.4 of this book. No relaxation will be considered under any circumstances.

QUALITY POLICY

DOEACC* Society is committed to develop quality manpower for Indian and Global IT Industry by utilising the facilities available in non-formal sector of IT Education and Training

This shall be achieved through:

- ö Providing innovative, fair, efficient, timely and effective services;**

- ö Continuously reviewing and upgrading course curricula to suit changing industry needs and in line with technology trends and**

**ö Complying with the requirements of
ISO 9001 -2000 and other legal
aspects**