

Student Hand Book



INFORMATION TECHNOLOGY CENTRE

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1. INTRODUCTION

Information Technology Center (ITC) the Paragon Computer Training Segment of YOGI VIDYAPEETH managed by ANOOPAM MISSION, Non-Profit registered public charitable trust laid its foundation in 1988, with pre-eminent goal of propagating knowledge of computer science amongst the rural and under privileged youth of the state on no profit basis. It strives to meet the defined aim, by providing the best facilities to the students whereby they are abreast of the latest advancement in the rapidly enhancing and advancing age of Information Technology.

The center works diligently towards the novel and noble motive of the enlistment of the society as whole and the deprived in particular, through the remarkable blending of religion and science. The serene, divine, peaceful and objective oriented environment forms the kernel of this academic institute. Students therefore are eventually raised to profound sincerity and the sense of humanity is inculcated.

Once established, ITC commenced its contribution to India IT Industry through short and long term computer course, galloped with great speed to equip itself with most efficient infrastructure, competent faculties very comprehensive and eminent technical standards of teaching

2. RULES AND REGULATION

Student/Candidate has to abide by the rules and regulation stated as below

a. Counseling and Course Selection

1. Every Student must pass through a proper counseling meet for proper Course(s) selection.
2. Students are advised to share their objectives for specific course selection to facilitate the Counseling.
3. It is advantageous for Applicant to present the Past Educational or Professional Experience documents, which will aid the Course Selection.
4. Application to be filed by the interested applicant along with the required set of supportive documents with 2 passport size photograph.

b. Admission

1. After the Counseling and Course Selection the student will be notified with the necessary Course information as approved by the Director.
2. Once admitted in batch the request of change will not be entertained in any circumstances. So the student must pay proper attention for selecting his/her batch timings before paying the fees.

c. Fees (Non Refundables) related Rules

1. Fees Structure of ITC is most reasonable as it is a non-profit making institute, run by Charity: Anoopam Mission.
2. A candidate who has been selected for admission shall be required to pay the total course fee within the specified time notified by the institute.
3. Fees/Charges/Fund once paid is neither refundable nor transferable.
4. If fees/post dated cheques (PDC) or fees installments (if any) are not submitted within 7 days from the date of admission then one shall not be permitted to attend any sessions.
5. The course material & library books will not be given, for home reading, to those who have utilized part payment facility.

6. Installment facility will be provided after payment of 50% (at the time of admission) of fees on the basis of following slab.

Amount in Rs.	Max. Installments
1001 to 5000	1
5001 to 10000	2
10001 to 18000	3
18001 to 25000	4
25000 to above	5

All fees must be paid within 75% of course completion.

7. Examination will not be conducted & Certificate will not be issued, if full fee payment is not made.
8. Under any circumstances the fees once paid are neither refundable nor transferable, in part or full, to any other course or to any person.

d. Deposit-Caution Money

1. Along with fees, a student must pay the Caution Money deposit (Refundable)
2. The caution money will be refunded to the student only on submission of their identity Card, Caution Money Receipt, Library Reader's Ticket and after settlement of the dues, if any.
3. The caution Money shall be forfeited in case of loss of Books or articles or damages done to any property of the institute or not collected within three months after the completion of the course.
4. Caution money deposit is refundable only on presentation of caution money Receipt and Library Reader's Ticket after completion of Course and settlement of the dues, if any.
5. Caution money deposit, if not collected back within 30 days after completion of course and settlement of the dues, if any.

e. Examination Rules

Please consider following rules for the Examination.

1. Examination Time table will be displayed on Notice board before 7 days of Examination, so it is students' responsibility to go through the notice board before leaving the class.
2. Students may not be able to appear in the Examination if their presence is below 80%.
3. It is compulsory to bring the I-Card at the time of Examination.
4. All the students must take their seats in the Examination Class/Lab before 30 minutes of commencement Exam time.
5. If any student will come late in the Exam, because of any reason/circumstances, have to bear the loss of time by them. No extra time will be given to them.
6. Students will not be allowed to leave the exam classroom/Lab before 30 minutes of exam commenced time.
7. Any kind of misbehavior (Copying, Talking with each other, disturbing etc.) will not be allowed during the Examination, if it happens he/she have to accept the punishment given by Deputy Director.
8. In case of any technical errors during the Practical Examination it is student's responsibility to inform their respected supervisor immediately.
9. If, for unavoidable circumstances, a student is not able to give external examination held by ITC, he/she will have to give written application in advance. (Before at least 3 days of Exam Date)
10. Student failing to give a written application before the stipulated time will not be allowed to appear in re-examination.
11. Re-examination request is valid for six months from the date of batch examination.
12. In any case, the student has to pay re-examination fees, Rs. 500/- per module.
13. Re-examination is not being conducted for internal examination or quiz.
14. Student would be responsible to enquire for their schedule of re-examination with examination co-coordinator and course concern faculty with "Re-Examination

appearance slip".

15. On the request of any ITC official, student will have to produce I-card, failing in which, shall not be allowed to appear in the examination.
16. Due to unavoidable circumstances, if examination is cancelled, the new schedule for the same will be given by the Examination Coordinator, which every student has to follow.

f. Certification and Student Skills assessment

1. The Head of the Institute, after the declaration of results of the final examinations, may entertain applications from candidates for verification (not re-assessment) of marks on payment of a fee of Rs. 25/- per paper, provided the application is made within 7 days from the date of declaration of the result.
2. On receipt of the application made by a candidate the Head of the Institute or his nominee will scrutinize the papers so as to verify whether all questions attempted by the candidate in the marks assigned to the questions are carried forward on the front page of the answer book and whether totaling of marks assigned to all the answers is correct.
3. In case, any answer or part thereof has remained unassessed, the Head will get it assessed by the examiner concerned.
4. Where the total of marks assigned is found on scrutiny to be incorrect, the verification fee paid shall be refunded to the candidate. In all other cases the certification fee paid shall stand forfeited.

Award of certificate

1. Institute will award certificate to all students of the respective courses.
2. A student will be entitled for the award of a certificate with his/her current Grade performance.
3. Mentioned under Rules and Regulations. Once such a certificate is awarded, he/she cannot reappear for any of the examination for his/her respective course.
4. Certificates are awarded at the Presentation ceremony held at the institute on 26th January

and/or 15th August every year unless otherwise specified.

5. Student willing to have certificate on dates other than presentation ceremony has to collect from the office within 6 months from the date of declaration of the result.

Loss of certificate

1. On receipt of an application from the student indicating loss of certificate, a certified copy a statement of grades secured by him/her at the final examination shall be supplied by the Institute on payment of Rs. 25/-

g. Scholarship

1. ITC will provide needful facilitation to the DOEACC 'O' Level and 'A' Level Students, The students must be eligible for Government Scholarship as per the guidelines provided by the State Social Welfare Officer. A Student will prepare the application along with supportive documents like Cast Certificate, Certificate of Income etc. any Students from short terms courses will not have any facilitation for Scholarship from ITC.

h. Student Help Desk

1. Admitted Student should visit the **Student Help Desk** situated at the third floor of the ITC Premises and not the Reception.
2. The Service timings of the **Student Help Desk** is
 - (1) 09:00am to 09:30am
 - (2) 12:00 noon to 12:30 noon
 - (3) 04:30pm to 05:00p
3. The Student Help Desk would assist the Students for following
 1. Library Transactions
 2. Receiving of Leave Applications
 3. Any Course Related information
 4. Any plead or document requests

i. Transportation

1. ITC does not providing and transportation/pick up service, so the students are to arrange their transport mode and the transport to reach the ITC on time.

2. Out stationed students are eligible to get the benefit of the Pass Scheme from the State Transport and Indian Railway as prescribed, to get this benefit a student must apply along with the application as prescribed by the Government Authority.
3. The student should accomplish all the commuting related transaction within the first month of the Course Started
4. All Students who are commuting with their own vehicle must have the License issued from the RTO.

j. Attendance

1. 80% Attendance is compulsory for every student of each of the prescribed total lectures, tutorials and practicals, of each module/semester/course.
2. Regular attendance of students for their classes is compulsory.
3. Student is not eligible to appear in examination if his/her attendance is below 80%.
4. Students must arrive on time as per their schedule given by ITC.
5. A written leave application must be made from the parents in case of taking leave & get it signed from your concerned faculty.
6. ITC keep hold of the final authority to approve the Leaves and attendance related decisions.

k. Absenteeism

1. Student is responsible for the "Study Gap" caused due to his/her absenteeism or frequent absents.
2. He/She must cover the past Theories and Practical by self study, No extra Lectures/Practicals arrangements for the absentees.
3. Leaving ITC premises without informing would be consider as Absent for that day and to attend the Theory and practical on next working day the absent student must come along With the Parents/Gardner, else he/she shall not to be permitted to attain the Theory or practical.
4. While taking Admission the student abides himself/herself under the rules of Absenteeism and Attendance.

5. ITC keep hold of the final authority to approve the Leaves and attendance related decisions.

I. Leaves

1. For any type of leaves (apart from Sudden Sickness or Exceptional event) student must submit the LEAVE APPLICATION sign by his/her parents and this application is subject to approval by ITC Authorities.
2. Leave for any planned occasion like Marriage etc. the Leave Application must reach to Authorized person of ITC.
3. Against the Sick leave the Student must produce the Medical Certificate of Doctor; ITC may cross check the medical Certificate with the Doctor.
4. Any Leave Application is subject to approval.
5. ITC keep hold of the final authority to approve the Leaves and attendance related decisions.

m. Parents Initiative

1. Parents/Gardener would also facilitate the education of their Children during the studying span at ITC by motivating, asking about daily activity performed at ITC.
2. Parents should take the frequent feedback of their Children in the area of their IT Skills, Communication, Attendance, etc, from Class Faculty(s).

n. Library and Books Transactions

1. The course material & library books will not be given, for home reading, to those who have utilized part payment facility.
2. Library books, CDs & Magazines will be issued only to the students, who have deposited caution money
3. Request for books must be entered in the request register before issue.
4. Book will not be issued without registration in request book. On acceptance, requested book will be issued on next day only
5. If the books is not return on before the due date then fine will be charged according to the following rules :

No. of days	Fine (In Rs.)
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1 day	05/-
Neat 3 days	10/-
Neat 7 days	25/-
Thereafter per days	15/-

6. In case of loss of book, the price of respective book must be deposited in the institute.
7. If the requested book is not taken in time then the request will be considered as cancelled.
8. Only one book can be issued to the student at a time and for maximum 3 days only. In order to keep the book for more than that, student has to re-request the same book, which means no renewal, would be made. However these parameters are subject to change on approval of authority (i.e Faculty and Admin).
9. If book requested is not issued or not taken by student for any reason then, the book will be available for others who have made the request.
10. Caution money will be return only after clearance of all the library transaction.
11. If more books required then two books / tutor CDS will be issued for using within ITC premises on Identity Card.

o. Class Room Etiquettes

1. Student must enter in class room as per the scheduled time.
2. Switch on the lights when you enter the classroom and switch them off when the lecture ends.
3. Student is strictly instructed to avoid any means of following during class time.
 1. Chewing Gum, Eating Snacks etc.
 2. Eating Pan Masala, Gutkha etc.
4. Student should not write or carve or shape anything on the White Board, or Bench or Class Room wall or any surface with in the premises; any such damage should be forfeit from the student deposit if the deposit is less then the damage made the student must bring their Parents/Gardener to fulfill the penalty.

5. A student should sit in class room with study materials like Full Scape notebook, Pencil Eraser, scale etc.
6. When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
7. Conflicting opinions among members of a class are respected and responded to in a professional manner.
8. No side conversations or other distracting behaviors are engaged in during class discussions or presentations.
9. Students are requested to avoid the unnecessary noise or sound or shouting during the break time since it is affecting other on going lectures.
10. No offensive comments, language, or gestures are part of the classroom environment.
11. Cell phones and other electronic devices (notebooks excepted) are placed in the "off" mode during class time.
12. Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students.
13. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for student disciplinary proceedings.
14. Every student should maintain the respects towards the opposite gender none of filthy, inappropriate; expression or comment should be made. If the student found guilty for such he/she must face the director.

p. Laboratory (LAB) Etiquettes

1. A Student has to seek the permission of the concerned faculty to entered in the Lab
2. A student has to consult the instructor only, if any guidance is required, and not disturb fellow lab mates.

3. A Student has to wait to enter the lab for his/her turn to do practicals until previous batch leaves.
4. Prior entering the lab a students has to solve the problems given to him/her as assignment and should get it signed by the instructor concerned in the lab. If not done, he/she shall have to complete it in the class room prior to entering the lab.
5. After the practical is over, a student prior to leaving the lab should carefully shut off the system and keep the chairs carefully.
6. Any problem related to Computer System should be inform to immediate available faculty the problem would be taken care by the Hardware engineers, student should not take any initiative to repair the machine.
7. A student is expected to strictly observe the discipline while in the lab. Failing that he/she

q. Internet Usage

1. On the basis of prior request internet will be given.
2. For downloading permission should be taken from faculty or administrator and their decision must be strictly followed.
3. The restriction of the internet usage is meant to maintain the Course Focus of the students; all the students are advised to use internet facility with discipline.
4. Course related Internet surfing is allowed twice a week.
5. Any Internet surfing apart from Course Requirement demands the prior approval from faculty, any type of miss used of the internet facility would be taken seriously and subject to forfeit.

r. Security and Vigilance

1. The entire premises of ITC is Installed with CCTV camera, which is working 24x7 to track any happenings floor by floor and Class by Class.
2. Students are requested not to sit on the lobby

parafit, since there is chance to fall 10 to 20ft down.

s. *Guide lines for handicapped Students*

1. Handicapped students would get assistance to reach in their respective classroom if they have any difficulties to reach to second floor or third floor. Infact the physically Challenged student is responsible for his/her own transportation.

t. *Ethical Expectation from Student*

1. Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship.
2. They are also expected to abide by the regulations of the ITC.
3. It is the students' responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of the ITC through their conduct and behavior.
4. Any form of academic dishonesty, or inappropriate conduct by students or applicants, may result in penalties ranging from warning to dismissal, as deemed appropriate by the ITC.
5. Students will be informed in writing of the nature of the charges against them, they will be given a fair opportunity to refute the charges and there will be provisions for appeal of a decision.

3. TEACHING METHODOLOGY

Our Goals

In the past couple of years ITC has set its objective of "IT Inspired Confidence". Following the defined goal, we have totally focused on the overall development of students of DOEACC courses. In addition to the IT skills, they are imparted with the knowledge and skills of Functional Cognizance, Corporate Attitude, Overseers' Satisfaction, Customer Satisfaction etc. To achieve the said objectives, we have consulted multiple Experts from the industry and Academia and then planned Daily, Weekly and Monthly activities and the evaluation system of these activities. The dedicated team of administrators and faculties are positively putting their all efforts to implement the said plan. With the past experience, dedicated team effort and the grace of God we are determined to achieve our objective. We have always received all kind of support from DOEACC Society and wish it will continue forever. The goals of ITC can be summarized as

1. Producing IT Industry Compatible Professionals
2. Empowering Students With Valuable Certifications
3. Opening gateways for New Certifications and Higher Education for betterment of Living Standards
4. To make Financially Independent Individuals

To achieve above mentioned Goals we have Design & Practicing the under mentioned Teaching Methodologies. The Best Thing about this methodology is that it is not stagnant but dynamically enhanced and updated to achieve above mentioned goals. But ITC (Infrastructure, Teaching Methodologies, Curriculum and Trained Faculties) only can't help to achieve the mentioned goals irrespective of the student's commitment for learning.

The principal commitment for ITC is to ensure that its students achieve technical excellence. Therefore ITC provides a complete platform that includes expert teaching, the latest hardware and

software, extensive library facilities and innovative training methodologies.

ITC goes one step beyond technical proficiency, though, by focusing on minimizing the gap between the classroom and the workplace. This gap exists because although students are given specific technical and functional training in the classroom environment, they are not adequately instructed on how to apply them on a practical basis in the work environment. Therefore, it is ITC's goal to provide an as-close-as-possible simulation of the industrial environment to its students. This takes the form of realistic and practical in-house training and external industrial project work.

But the true essence and also the most unique attribute of ITC can be found in its Mission Statement: "The overall goal of ITC is to build on all aspects of a student's development – encompassing intellectual, physical, moral and spiritual growth."

The Teaching Methodology of ITC Comprises of the following

Daily Activities

- Theory Lectures
- Practical
- Tutorial
- Daily Assignments (including writing practice)
- Communication Skill & Personality Development

Weekly Activities

- Weekly Assignment
- Quiz
- Magazine Session
- Group Work

Semester Activities

- Internal & External Examination
- Rehearsal Examination
- In house Project
- Field Project
- Workshop & Seminar

Other Academic Activities

- Professional Practice
- Functional Knowledge

- Peripheral Utilization
- Workplace Tours
- Action of Failed Students
- Additional Exposure to Industry

Co-Curricular Activities

- Lectures from Successful Working Professionals
- Cultural Program
- Sports Session

Daily Activities

1. Theory Lectures

1.1 Pre Task Tuning

Before the students enter the classroom, many require instruction on how to study and solve problems. Therefore they are taught to

- Efficiently manage their time
- Set priorities
- Effectively attend lectures
- Establish appropriate study techniques
- Quickly gather information and conduct research
- Communicate with teachers

2. Practical

2.1 Laboratory

ITC considers the students' time in the laboratory to be extremely important in preparing them for work in industry. Therefore it passes each student through 2 different types of simulations prior to completion of a module to ensure that the student has been exposed to and evaluated on every aspect of project execution. The two simulation types are as follows:

- Task Assignment – For every assignment each student is assigned a project role such as:
 - Group Leader
 - Analyst
 - Senior Programmer
 - Tester
 - Code Reviewer

Upon completion of the task, the student is given a different role in the next assignment. In this way the student is familiarized with and trained in all of the various project roles.

2.2 Practical Application

Once students have been taught in detail the features of various software packages, they need to be instructed on how to practically apply these features in the real job environment. Students are asked to interview industrial employees to determine how Information Technology and specific software applications are utilized and then are given assignments by their teachers that are specifically tailored to these tasks. The following are examples of the wide range of practical solutions that are taught:

- Interpreting handwritten documents and converting them into electronic form
- Differentiating between different formatting styles
- Generating suitable management reports
- Understanding proof-reading remarks and symbols
- Appropriate usage and the functionality of printers
- Established website design, formatting, linking techniques and standards
- Understanding customer requirements, developing appropriate integrated software, testing and implementing the resulting product using the latest tools and technologies

2.3 Enhancing trainee's problem-solving abilities

The ITC has evolved, perhaps the first of its kind laboratory practical programs for its trainees. Apart from imparting regular computer practical's on one to one ratio in the most sophisticated IT environment, the ITC has successfully experimented in exposing its trainees to a large number of problems with an opportunity to address them. Accordingly, each of the ITC trainees at pre-scheduled intervals has to attend computer laboratory as a student instructor when his or her co-

trainees are working on their computer practicals. During these practical sessions when a trainee is faced with a problem and cannot manage to find its solution on his or her own, the concerned trainee asks for the help of the student instructor, who in turn attempts to solve the given problem. In case at persistent difficulty, the faculty member present in the laboratory helps to finally solve the given problem. In this way each of the trainees at ITC has an unparalleled opportunity to come to grip with 'n' number of problems which he/she would not have possibly faced while working individually on computer practicals. It also enhances the self confidence and the problem solving abilities of the trainees of the ITC.

3. **Tutorials**

Everyday there is regular tutorial session which is aimed at providing the students with the practical problems of which they have to find solution. These sessions had been proved extremely helpful in making the student's problem solving attitude more powerful. These sessions are very much helpful in nurturing the positive attitude towards problem solving.

4. **Daily Assignment (including writing practice)**

The students are given daily home assignments of each subject which consists of three questions which are related to the contents of the theory sessions. The students are required to submit the assignments the next day. The questions are designed such that the students are required to spend maximum three minutes behind answering each question. Upon submitting the assignments, the faculties check the assignment for various aspects like technical details and correctness, language composition and grammar, etc. The students are returned their checked assignments with guidelines for the improvements.

5. **Communication Skills and Personality Development**

5.1 ITC has arranged one-hour sessions, five days a week, for developing communication skills. These sessions also incorporate Personality Development programs. These skills are very important, particularly with the increasing amount of IT professionals' direct international client contact.

As ITC is located in a rural area, it has considered the poor level of English communication evidenced by students in the region. Therefore this is a key component for improving their day-to-day communication. Also included in these sessions are essential guidelines on how to give effective presentations, how to face interviews, how to prepare seminar papers, etc.

5.2 **Integrated Personality Program & Management Development Program**

ITC has organized special advanced training programs for students in specific areas mentioned below. These programs are compulsory and are conducted by Retd. Lt Gen M M Walia, New Delhi. Apart from conventional personality development tips, the Integrated Personality Program includes some of the following subjects:

- Time and Life Management
- Positive Mental Attitude
- Communication Effectiveness
- Creative Problem Solving
- Ethical Leadership Management
- Laws of Success

The Management Development Program includes some of the following topics:

- Managing Teams
- Group Cohesiveness
- Motivating Employees
- Marketing Management
- Latest Trends of Financial Management
- Crisis Management

- Cybernetic Meditation
- Stress Management
- Holistic Management

These programs help to build awareness of Management skills that are very important in this day and age. In addition, these skills give increased confidence to students for facing interviews and accepting the challenges of the industrial environment.

Weekly Activities

1 Weekly Assignment

Every week on Monday, the students are given an assignment in a particular subject which they have to complete and return the next week. The questions in assignment cover various topics which were taught during the last week. The students are expected to present their detailed answers in the assignments solution.

2 Quiz (Theory & Practical)

The students of DOEACC 'O' Level course are exposed to quiz every week-end. These quiz is taken as per a predeclared schedule. The quiz covers the syllabus which was taught during the last week. These tests are taken every week regularly, a single module quiz a week. The students are exposed to theory as well as practical quiz. The performance of the students is carefully monitored and a regular feedback is given to the students regarding his / her individual strength and weaknesses. Once a while students are also exposed to surprise quiz.

3 Magazine Sessions

ITC has a library full of more than 5500 books on various topics and it also subscribes about 10 magazines about information technology and computers. Regular magazine sessions are organized in which students are encouraged to read the magazines. Reading about the latest trends and development always helps the student increase their knowledge and keep abreast with the latest information.

3.1 Trainee's interface with the latest trends in IT

ITC subscribes to a total of 10 national and international IT journals of very high academic and practical value. In order to encourage the trainees to refer to these journals and magazines, the ITC has devised an interesting technique. The trainees are informed about and exposed to selected articles from these journals and magazines with instructions to read them. At regular periodic intervals, the ITC conducts a highly information oriented quiz programs amongst the students on a competitive basis. The winners in this quiz competition are honored with suitable rewards of academic value. This kind of guided interface with the ITC journals encourages the trainees to refer to these and more such magazines out of their own interest. At the same time it greatly enhances their scope of information on the latest trends in IT in the most interesting and rewarding way.

3.2 Guided Library Consultation

ITC has a small but extremely rich collection of books and reading materials on all the fields of information technology in its library. The trainees have the maximum free access to this collection. In order to give a focus to their library consultation, the faculty of ITC has designed an innovative method. Every day at the scheduled time the trainees are given precise problems in the form of carefully worded questions. They are also provided with 'n' number of books containing information and analysis on these questions. The trainees are asked to consult the relevant books from the given collection and locate the right answers to the questions on board. Once a trainee locates the answer he/she prepares his/her answers on the basis of the guided consultation of the book. This way the trainees are not only exposed to the right

kind of information and analysis but they also have an excellent opportunity to go through, understand and prepare the most appropriate answer to the given question.

4. Group Work

4.1 Group Discussion

Students undergo interactive sessions of group discussion for sharing their technical knowledge as well as improving their soft skill.

4.2 Simulation Group Tasks

This has been extremely productive learning and teaching method developed and implemented by the faculty at the ITC. A group of a small number of students is comprised which constitute an evenly balanced number of weak and bright students. The group is then given a specific task relatively to their respective course work to pursue. The group in the presence of the teacher then engages itself into a simulation to complete the given task. The group is given all freedom to evolve its own method of addressing to the task. Thus the group members may adopt the electronic teaching aids which are available with the ITC in sufficient numbers or they may resort to abstract intellectual or analytical methods. The teacher is always ready to provide any kind of assistance and guidance as and when requested. This methodology has yielded extremely positive results as it ensures 100% trainee participation and involvement in addressing the task on board as well as enables him/her to select or device the most relevant instrument to be applied to the given task. It helps to implant various skills in the students like self-confidence, aggressiveness, leadership, etc apart from improvement in their language skills.

The topics for the group discussion are carefully chosen so that it also helps increase the technical knowledge of the student.

Semester Activities

1. Internal and External examinations (Theory & Practical)

ITC organizes examinations to monitor the progress of the students. The examinations taken at the mid-semester period is known as internal exam and those taken at the semester end is known as external exams. Based on these examinations the student's result is derived. These exams cover theory as well as practical.

2. Rehearsal Examination (Theory)

At the end of the semester, ITC organizes Rehearsal Exams which mimic the DOEACC examinations. These examinations are held in strict environment and conditions as DOEACC exams. It helps a lot to the students in realizing their preparations for the DOEACC exams. The examinations are held as per the DOEACC question paper scheme.

3. In-House Project

The class is divided into several project teams. The instructor acts as Team Manager and selects certain students to act as Team Leaders. The rest of the students are assigned project roles. The entire student project team works together with little direct interaction with the instructor. To simulate the working environment in ISO and CMM standard companies, the students are required to communicate between themselves using internal email within the project team. At the end of the project, an external evaluator is brought in to review the students in their roles. The students are evaluated on criteria such as attitude, punctuality, quality of work etc.

4. Field Project

Once students have been taught in detail the features of various software packages, they need to be instructed on how to practically apply these features in the real job environment and in order to make Students get this exposure they are send for Field Project.

5. Workshops & Seminars

To impart the technical knowledge and practical implementations of the concepts which the students learn in their theory classes, workshop on various subjects are regularly organized in ITC. It gives the students the hands on experience to perform some of the important tasks themselves like installing some servers, setting up of a small network etc. Seminars are arranged on basis of their syllabus and also new technology.

Other Academic Activities

1. Profession Practice

ITC takes a complete and comprehensive approach to the students' placement process. Besides placing many students in local industries, a large number of ITC graduates leave to take job positions abroad, enter academia or start their own business. To maximize their flexibility ITC provides them with a balanced and well rounded education. This includes developing not only their technical skills but also their professional, communication and marketing skills as well.

ITC operates a placements cell to actively assist students during the entire placement process. The cell works with students on all types of vacancies by constantly monitoring and communicating with local industrial organizations.

ITC successfully places students in a variety of positions with local industries international companies as teachers and entrepreneur.

Professional Practice Provided by ITC to its DOEACC qualifiers.

(1) To prepare students for working in professional and industrial environment, we have adopted the same methodologies for our internal functionalities. For that students are being taught mailing, automatization of work, work distribution and integration of work assigned. e.g. To make habit of on-line working in students,

we provide them lab assignments on-line (i.e. www.onlinenb.com)

- (2) For quality improvement, we teach them MSVisio, MSProject and mail client software in their respective areas.
- (3) We equip them with knowledge of various configurations and set up, so they can troubleshoot routine problems.
- (4) We not only provide them internet access for their up to date knowledge, we also teach them net etiquette, downloading techniques and efficient ways for internet use.
- (5) We have synchronized whole system life cycle in our education system, (i.e student takes each task as a project). It leads student to implement all aspects of system development in real life problems and projects.
- (6) We teach students how to look at any software or tool objectively. Such perspective makes him/her to derive common and desirable features of that software or tool, so in future they can pin point the same in their own systems.
- (7) During their studies, from the very first semester to make student English savvy, ITC arranges special lectures of 'Communication Skills and Personality Development' on regular basis. This session also addresses how to face interviews, how to lead a team, how to appear in aptitude and technical tests carried out in industries.

2. Functional Knowledge

Without Functional Knowledge Students at IT fields are same as worries at the battle field without weapons. In order to overcome this limitations students are equipped with Functional Knowledge of Sales & Marketing, Finance, HR and much more.

3. Developing IT Confidence by

Students IT confidence is built up by making them use to the utilization of the following:

- PC Assembly
- Utilization of Peripheral Devices
- Installation of OS and other useful Software by students themselves

4. Workplace Tours

Students are taken on frequent visits to IT departments of business and industrial organizations where they can study and evaluate software usage for themselves. These tours help the students to obtain a full spectrum of viewpoints, ranging from the end-users, to the development team members to senior management, on the utilization and performance of software in industry. The students also obtain exposure to various hardware setups and networking equipment.

5. Additional Exposure to Industry

Students are sent to the industries to collect various types of information from their IT departments. Information includes details of the network, high end equipment used to establish the whole network, configuration of server machines and client machines, other peripherals & hardware, Software development, Database & Application software, other tools and utilities, problems they face, their expectations from new recruits etc. They are also sent to Hardware & Software Vendors to collect latest information about various hardware and software products and their market prices etc. The students are asked to prepare comparative statements, brief reports about their visit etc.

6 Action on Failed Student

Though the number of failures in ITC is very low, the students who fail are given special attention. The actions taken for the improvement can be summarized as follows:

6.1 Special Sessions:

The failed students are given special sessions which target individual student's weaknesses and the areas where he/she need immediate actions for improvement. The students who fail in DOEACC exams are taught the topics where he/she finds it difficult to understand. The students are also provided writing practice of the previous DOEACC question papers.

6.2 Extended Support for Resource Utilization:

The students who fail in the examinations are provided the extended support for the resources utilization like library facility, laboratory, etc. ITC makes it optional for the failed students to use the facilities.

6.3 Writing Practice of Question Papers:

The failed students are given special writing practice of the answers of the question papers. This greatly helps in improving the writing skills of the students and understanding of the questions. The failed students are given special guidance on how to write specific answers that can represent the theme of the asked question.

6.4 Help in Examination Form Fill up:

The failed students are given each and every help in filling up the examination forms. ITC takes its initiative and informs the failed students about the various dates of commencements and closure of examination form selling and acceptance.

Co-curricular Activities

1. Lectures from Successful Working Professionals

ITC regularly invites experts from industry and arranges their lectures on various topics. These help to educate the students on how the topics they are learning are used in the industrial environment. The following are examples of IT and other professionals from abroad that have visited ITC:

- Prashant Popat (Sr. Developer, MIM Corporation, NY, USA)
- M.M. Walia (Retd. Lieutenant General, Chief of the Army Staff, Northern Command)
- Mr. Dushyant A. Patel (Founder & CEO Digital 2 Virtual ISP Pvt. Ltd.)

2. Cultural Program

Students actively participate in cultural activities like Annual Day Celebration, Navratri,

and the birthday celebrations of the Executive Director, Deputy Director and other faculty members. A multimedia show was designed and developed by the faculty and students on the occasion of Diamond Jubilee Birthday Celebration of Param Pujya Saheb, President, and Anoopam Mission. In addition, a program called “Sparsh” was entirely organized by students on the occasion of birthday of Pujya Ratikaka, Executive Director, ITC, which included Prarthna Nrutya, Bhajan Sandhya, Play, Multimedia Show etc. These Cultural programs provide a platform and opportunity to develop skills other than education. These programs serve to invigorate students, since work with computers tend to be emotionless. These activities also, by incorporating IT skills with cultural activities, help keep students abreast with Indian Culture.

3. Sports Sessions

Sports sessions are arranged 3 days a week. Students play games like Volleyball, Badminton, and Cricket etc. The faculty is also involved and plays along with the students. These sessions are very much helpful in developing sportsman spirit and fighting spirit amongst the students. It is also helpful in developing a rapport between the faculty and students, which ultimately results in creation of a bond facilitating student-faculty communication.

4. ACTION PLAN

ITC TEAM

- ITC TEAM consists of
 - Administrators
 - Staff Members
 - Students

Our Goal...

- To perform quality TEAMWORK
- To achieve best possible result at DOEACC 'A' Level examination.
- To make our students IT industry compatible.

Our Considerations...

- Daily Activities
 - Theory
 - Practical
 - Tutorial
 - Daily Assignment (includes Writing Practice)

Our Considerations...

- Weekly Activities
 - Quiz
 - Assignment
 - Group Discussion
 - Writing Practice
 - Magazine Session

Our Considerations...

- Other Activities
 - Seminar (Two or more in each semester)
 - Industrial Visit (Two or more in each semester)
 - In-house Project (Once a year)
 - Internal Examination (Once in each semester)
 - External Examination (Once in each semester)

Action Plan... (Important Activities)

- Daily (Total 13 hours 15 minutes)
 - @ITC (Total 10 hours 15 minutes)
- Theory: 1 hour each of all modules
- Practical: 2 hours 30 minutes
 - C 3 days a week
 - BS 2 days a week
 - PCS 1 hour a week
- Tutorial: 1 hour 20 min
 - C 2 days a week
 - BS 2 days a week
 - SAD 1 day a week

- Assignment Discussion/Feedback: 30 minutes

Action Plan... (Important Activities)

- Daily
 - @ITC
- Daily Assignment
 - 3 questions of each subject to be submitted on next day. (lecture essence)
 - Maximum 3 min to answer each question.
- Daily Assignment Guidelines
 - Guidance/Feedback on writing assignments of 2 subjects of 15 min each
 - @Home (Total 3 hours)
- Daily assignments (45-60 minutes)
- Logic or Programming practice or assignments
- Other assignments or reading

Action Plan... (Important Activities)

- Weekly
 - Quiz: Every Saturday (Any 1 module)
 - Assignment: Submission, every Monday (Any 1 module)
 - Group Discussion: Every Saturday
 - Magazine Session: Every Saturday
 - Practical Problem Solving: Every Saturday (with Panel)

Time table

Conclusion...

- TEAMWORK
 - Daily Assignment Guidance/Feedback
 - Daily DOEACC course faculties meeting
 - Weekly Practical Problem Solving
 - Group Discussion
 - Lecture Guidance
 - Weekly Faculty meeting

Conclusion...

- For Examination preparation
 - Daily Assignments
 - Daily Assignment Guidance/Feedback
 - Daily DOEACC course faculties meeting
 - Weekly Quiz
 - Weekly Assignment Submission

- Weekly Practical Problem Solving
- Group Discussion
- Lecture Guidance

Conclusion...

- For IT Industry Compatibility
 - Weekly Quiz
 - Weekly Practical Problem Solving
 - Group Discussion
 - Lecture Guidance
 - Magazine Session
 - Industry Visits

5. IN HOUSE TESTING TO MONITOR PROGRESS OF STUDENT

- 25000 sq. ft. building with class/laboratory rooms, assembly hall, library & other services in serene surroundings.
- Library with book-borrowing and reference facilities
- Air conditioned computer laboratory with plenty of hardware which include 486s, 386sx & 286s (with mouse attached) laser printer, plotter, dot matrix printers, digitizer, mouse, data switch, modem etc. and plenty of licensed software.
- Computer Aided Training (CAT) room with LCD panel and overhead projector for computer output's direct projection on screen to offer computer demonstration to a mass.
- Latest Audio-Video st with educational cassettes
- Guidance and Counselling by respective faculty to choose the right course.
- Course material for guidance.
- Printed assignments from our DTP cell.
- Copying solutions of assignment is strictly prohibited.
- Students exposure to practical field through projects in other industries, organisations & SOFTDEW of the institute.
- Exposure to all computing platforms : Single user (DOS), Multiuser : time sharing (UNIX), Multiuser : Distributed Data Processing (LAN-NOVELL Netware)
- Computer to student ratio is 1:1
- 5/6 days a week, each with 1.5 to hours practical individually to each student on computer.
- Qualified & experienced faculty. Faculty appraisal by students/peers.
- Most reasonable fees as ITC is non-profit making institute run by charity : ANOOPAM MISSION.
- High examination & passing standards.
- No malpractice of private tuitions and soon.
- No strikes and interruptions

- All students are helped through our job placement services and many of them are employed in well established organisations.

2) Code of Conduct

- (a) Student/candidate has to abide by the rules and regulations stated as below. Any subsequent amendment, deletion, addition and alteration whatsoever, framed and introduced from time to time as deemed necessary by the Head of the Institute. He/She has to abide by the above stated rules & regulations.
- (b) A candidate has to abide by.
 - The course timings for practical, theory & tutorial.
 - The course structure, pattern (yearly, semester, trimester, any other), duration, the amount and payment structure of the course fee, the structure and schedule of the examination and the amount and payment structure of its fee decided by the institute as and when required with subsequent amendment, deletion, addition, and alteration whatsoever.
- (c) Smoking, tobacco chewing and/or consumption of alcoholic drinks is strictly prohibited in the institute premises.
- (d) The interpretation and decision on any matter by the head of the institute shall be final and binding upon the candidate/students. There is no scope for appeal. The ignorance of rules and regulations is no defence for any dispute.

3. Fees

- (a) A candidate who has been selected for admission shall be required to pay the total course fee within the specified time notified by the institute. Under any circumstances the fee once paid is neither refundable nor transferable, in part or full, for any other course or to any person.
- (b) The caution money will be refunded to the

student only on submission of their Identity card, Caution Money Receipt, Library Reader's Ticket and after settlement of the dues, if any, without any interest. The Caution money shall be forfeited in case of loss of books or articles or damage done to any property of the institute or not collected within three months after the completion of the course. The institute reserves the right to recover any claim of amount exceeding the caution money from the student or his / her parent / guardian / husband. The amount of the claim, determined by the Head of the institute, shall be binding on the student and his/her parent/guardian/husband and no dispute whatsoever shall be entertained.

4. Examination System for courses other than

DOEACC 'O' LEVEL

A. Eligibility for admission to examination (s)

- (a) No candidate shall be entitled to appear for any examination unless the Head of the institute certifies that the candidate has : (i) Attended at least 80% of each of the prescribed total lectures, tutorials and practicals, of each module/semester/ course.(ii) shown good conduct and character. (iii) Paid the prescribed examination fees within specified time.
- (b) Notwithstanding the above, if the attendance of the candidate falls to below 80%, the Head of the Institute may condone such a deficiency and permit the candidate to appear for the examination, provided he is fully satisfied about the genuineness of the reason, which has to be reported immediately.
- (c) No student shall be entitled to appear for any examination (s) unless he/she has secured aggregate 30% marks in internal assessment which includes laboratory and home assignments and quiz for part time courses and, in addition, internal test (s) for DCSA course.
- (d) No student shall be entitled to reappear for any examination for which he/she has appeared once.

- (e) If a candidate having kept the term satisfactorily does not appear for the examination(s), he/she shall be eligible to appear at next subsequent examination as an ex-student subject to fulfillment of the following conditions:

- Such a student must provide genuine reason(s) with necessary documentary support, for his/her inability to take the examination at normal schedule and the Head of the Institute must be fully satisfied about the genuineness of the reason.
- Such a student must submit a written application seeking re-examination to the Head of the Institute and pay necessary fees as may be applicable, within 7 days from the date of examination.

However, a student may be granted a second and last chance by the Head of the Institute subject to the satisfactory fulfillment of the above two conditions.

In such cases, the grades obtained in the internal (s) shall be carried forward at the subsequent examination (s).

- (f) Those students, who may not have attended the course / module/semester examination, may appear for that particular examination(s) by taking a fresh admission in that particular module in a new batch. It shall be the responsibility of the student to collect the information from the institute concerning the time, date of commencement of particular module applicable at that time and will be required to pay the requisite module(s) fee. However, the admission shall be granted at the discretion of Head of the Institute.

B. Code of conduct during examination

- (a) The student failing to arrive at the scheduled time for examination shall not be admitted.
- (b) If the candidate is found guilty of misbehaviour or of copying in the examination he/she shall be liable to be expelled from the

examination hall and/or shall face severe consequences as directed by the Head of the Institute.

(c) During examination, students are advised to save their work every ten minutes as only extra ten minutes will be given for any work lost due to power failure.

C. Examination Pattern

(a) For DCSA course :

The final examination is comprised of internal assessment (of 40% marks) as well as external examination (of 60% marks)

D. Qualifying Grades

On appearing for the final examination a student will receive a certificate containing his/her grades as acquired in each examination as well as Overall Grade. The Grades and their decodes are as under :

- O 75%
- A $\geq 68\%$ and $< 75\%$
- B $\geq 60\%$ and $< 68\%$
- C $\geq 50\%$ and $< 60\%$
- D $\geq 40\%$ and $< 50\%$
- F $< 40\%$

AT = Attended the course module but not Appeared in examination

NA = Not Attended the course module

G. Grace marks

A total upto 5 marks shall be granted to a student as a grace to help him/her secure a higher grade.

F. Failure to appear in Internal test/quiz or to submit assignment in time

G. Verification of marks/grades

(a) The Head of the Institute, after the declaration of results of the final examinations, may entertain applications from candidates for verification (not re-assessment) of marks on payment of a fee of Rs. 25/- per paper, provided the application is made within 7 days from the date of declaration of the result.

(b) On receipt of the application made by a

candidate under rule G (a), the Head of the Institute or his nominee will scrutinize the papers so as to verify whether all questions attempted by the candidate in the marks assigned to the questions are carried forward on the front page of the answer book and whether totalling of marks assigned to all the answers is correct. In case, any answer or part thereof has remained unassessed, the Head will get it assessed by the examiner concerned. Where the total of marks assigned is found on scrutiny to be incorrect, the verification fee paid shall be refunded to the candidate. In all other cases the certification fee paid shall stand forfeited.

H. Award of certificate

(a) Institute will award certificate to all students of the respective courses.

(b) A student will be entitled for the award of a certificate with his/her current Grade performance in case of failure to observe the Rule No. 4 A.e. mentioned under Rules and Regulations. Once such a certificate is awarded, he/she cannot reappear for any of the examination for his/her respective course.

(c) Certificates are awarded at the Presentation ceremony held at the institute on 26th January and/or 15th August every year unless otherwise specified. Student willing to have certificate on dates other than presentation ceremony, has to collect from the office within 6 months from the date of declaration of the result. Failing this, the certificates shall be mailed to the address for correspondence given by the student in his application form. Institute holds no responsibility for any loss in transit or non delivery by the postal authority. In no case the certificate shall be delivered against presentation of a written authority issued by the student except to the parents / guardian / husband stated on the application form.

I. Loss of certificate

On receipt of an application from the student indicating loss of certificate, a certified copy a statement of grades secured by him/her at the

final examination shall be supplied by the Institute on payment of Rs. 25/-

applicable, within 7 days from the date of examination.

ATTENDANCE RULES & REGULATIONS

1. No candidate shall be entitled to appear for any examination unless the Head of the institute certifies that the candidate has:
 - (i) Attended at least 80% of each of the prescribed total lectures, tutorials and practicals, of each module/semester/course.
 - (ii) shown good conduct and character
 - (iii) Paid the prescribed examination fees within specified time.
2. Notwithstanding the above, if the attendance of the candidate falls to below 80%, the Head of the Institute may condone such a deficiency and permit the candidate to appear for the examination, provided he is fully satisfied about the genuineness of the reason, which has to be reported immediately.
3. No student shall be entitled to appear for any examination(s) unless he/she has secured aggregate 30% marks in internal assessment which includes laboratory and home assignments and quiz for part time courses and, in addition, internal test(s) for DCSA course.
4. No student shall be entitled to reappear for any examination for which he/she has appeared once.
5. If a candidate having kept the term satisfactorily does not appear for the examination(s), he/she shall be eligible to appear at next subsequent examination as an ex-student subject to fulfillment of the following conditions:
 - (i) Such a student must provide genuine reason(s) with necessary documentary support, for his/her inability to take the examination at normal schedule and the Head of the Institute must be fully satisfied about the genuineness of the reason.
 - (ii) Such a student must submit a written application seeking re-examination to the Head of the Institute and pay necessary fees as may be

However, a student may be granted a second and last chance by the Head of the Institute subject to the satisfactory fulfillment of the above two conditions.

In such cases, the grades obtained in the internal(s) shall be carried forward at the subsequent examination(s).

6. Those students, who may not have attended the course/module/semester examination, may appear for that particular examination(s) by taking a fresh admission in that particular module in a new batch. It shall be the responsibility of the student to collect the information from the institute concerning the time, date of commencement of particular module applicable at that time and will be required to pay the requisite module(s) fee. However, the admission shall be granted at the discretion of Head of the Institute.

LIBRARY RULES

- 1 Library books, CDs & Magazines will be issued only to the students, who have deposited caution money
2. Request for books must be entered in the request register before issue.
3. Book will not be issued without registration in request book. On acceptance, requested book will be issued on next day only
4. If the books is not return on before the due date then fine will be charged according to the following rules:

No. of days	Fine (In Rs.)
1	05/-
Neat 3 days	10/-
Neat 7 days	25/-
Thereafter per days	15/-
5. In case of loss of book, the price of respective book must be deposited in the institute.
6. If the requested book is not taken in time then the request will be considered as cancelled.
7. Only one book can be issued to the student at a

time and for maximum 3 days only. In order to keep the book for more than that, student has to re-request the same book, which means no renewal, would be made. However these parameters are subject to change on approval of authority (i.e Faculty and Admin).

8. If book requested is not issued or not taken by student for any reason then, the book will be available for others who have made the request.
9. Caution money will be return only after clearance of all the library transaction.
10. If more books required then two books / tutor CDS will be issued for using within ITC premises on Identity Card.
11. On the basis of prior request internet will be given depending upon availability for surfing only. For downloading permission should be taken from faculty or administrator and their decision must be strictly followed.
12. Internet surfing is allowed twice a week.
13. Internet surfing is available between 8.00am to 6.00pm.

Dear Students,

Please consider following points for the Examination.

1. Examination Time table will be displayed on Notice board before 7 days of Examination, So it is students' responsibility to go through the notice board before leaving the class.
2. Students may not be able to appear in the Examination if their presence is below 80%.
3. It compulsory to bring the I-Card at the time of Examination.
4. All the students must take their seats in the Examination Class/Lab before 30 minutes of commencement Exam time.
5. If any student will come late in the Exam, b'coz of any reason / circumstances, have to bear the loss of time by them. No extra time will be given to them.
6. Students will not be allowed to leave the exam classroom/Lab before 30 minutes of exam

commenced time

7. Any kind of misbehavior (Copying, Talking with each other, disturbing etc.) will not be allowed during the Examination, if it happens he/she have to accept the punishment given by Deputy Director.
8. In case of any technical errors during the Practical Examination it is student's responsibility to inform their respected supervisor immediately.
9. If, for unavoidable circumstances, a student is not able to give external examination held by ITC, he/she will have to give written application in advance. (Before at least 3 days of Exam Date)
10. Student failing to give a written application before the stipulated time will not be allowed to appear in re-examination.
11. Re-examination request is valid for six months from the date of batch examination.
12. In any case, the student has to pay re-examination fees, Rs. 500/- per module.
13. Re-examination is not being conducted for internal examination or quiz.
14. Student would be responsible to enquire for their schedule of re-examination with examination co-coordinator and course concern faculty with "Re-Examination appearance slip".
15. On the request of any ITC official, student will have to produce I-card, failing in which, shall not be allowed to appear in the examination.
16. Due to unavoidable circumstances, if examination is cancelled, the new schedule for the same will be given by the Examination Coordinator, which every student has to follow.

6. Examination And Certification

The objective of this section is to provide evaluation of the necessary skills needed for IT industry. The student should be able to develop an understanding of the general principles and purpose of systems analysis and design; apply key techniques from a standard methodology. He should have knowledge of information systems and be able to prepare the physical design of an information system. Consistent with our educational framework, students are expected to be self-directed in selecting the learning experiences that best meet their individual learning needs. A 'menu' of interprofessional learning experiences is provided to students, the choices included being consistent with our current philosophy about interprofessional education and practice as part of professional preparation and competencies.

On achieving the goal of our center we are going to describe student assessment. This section contains six major groups

- Exam Pattern
- Evaluation criteria and grade
- Types of questions
- Sample question papers
- Examination guidelines
- Declaration of Results and issue of certificates

1. Exam Pattern

1.1. As per the Teaching Methodology, the final Examination is comprised of internal assessment (of 50%) & external assessments of (50%)

1.2. Examination Assessment system is as shown below

Sr. No	Evaluation Type	Evaluations	Weight Age (%)	Total Weight Age (%)	Total (%)
1	Internal Assessment	1.1 Assignments	7.5%	30%	100%
		1.2 Quiz Examination	7.5%		
		1.3 Presence & Discipline	7.5%		
		1.4 Seminar & Presentation	7.5%		
2	Internal Examination	2.1 Theory	10%	20%	
		2.2 Practical	10%		
3	External Examination	3.1 Theory	25%	50%	
		3.2 Practical	25%		

1.3. Examination Paper pattern

Sr. No	Evaluation type	Evaluations	Hours	Marks	Total
1	Internal Examination	2.1 Theory	1.5	50	100
		2.2 Practical	2	50	
2	External Examination	3.1 Theory	1.5	50	100
		3.2 Practical	3	50	

(Exam duration and marks are subject to changed)

2. Examination Evaluation Criteria and Grade

2.1. Evaluation Criteria

PART OF THE EXAMINATION	EVALUATION CRITERIA	MARKS
Comprehension of Theory	Part - 1 1 point for every correct response 0 point for every wrong answer	20
	Part - 2 1 mark for every correct step will be awarded Answer should be specific to the question.	30
Practical	Documentation (2 marks)	30
	Business logic (5 marks)	
	Program flow (5 marks)	
	Layout of Output (5 marks)	
Viva	Appropriateness of communication (5 marks)	10
	Be specific to the question (3 marks)	
	Ability to describe the subject (2Marks)	
Total possible marks		100
Minimum marks necessary to pass the exam		40

2.2. Qualifying Grade

● On appearing for the final examination a student will receive a certificate containing his/her grades as acquired in each examination as well as Overall Grade

● If a student fails to appear in the exam of any particular module, he will be given AT grade then overall grade will be given AT grade. (Attended the course module but not Appeared in examination)

Grade	Grade Decodes
O	≥ 75%
A	≥ 68% and < 75%
B	≥ 60% and < 68%
C	≥ 50% and < 60%
D	> 40% and < 50%
F	< 40%
AT	Attended the course module but not Appeared in examination
NA	Not Attended the course module

3. Types of Questions

1. Find Syntax error from give program

Syntax Error: In computer science syntax error refers to an error in the syntax a sequence of characters or tokens that is intended to be written in a particular programming language.

Example:

Int z, x=5, y=-10, a=4, b=2;

z = x++ - --y * b / a;

check validity of program and if it is correct then what is the value of z?

2. Find logical Error from given program.

Example:

This example in C contains a logic error. After 'scanf', 'money_in_store' is checked instead of 'money'.

```
#include <stdio.h>

int money, money_in_store;

int main ()
{
    do
    {
        printf("Enter amount of money (0
to exit): ");
        scanf("%d", &money);
        if (money_in_store == 0) //
Should be 'if (money == 0)'
        {
            printf("%d money on exit\n",
money_in_store);
            exit(0);
        }
        money_in_store += money;
    }
    while(1);
    return 0;
}
```

3. Case Study Problem

Students will be asked to prepare a one case (module) on particular application which are generally used in industry to improve students own confidence and programming skill.

These types of problems are very useful for students and it prepares students for taking any kind of challenge in larger industry and it also prepares the students to phase any real life problems

Example:

For example one integrated software is already designed and running in industry. But now company's requirements are changed and they want to add one module so they will ask new employee for designing of that module. That is nothing but case study problem..

4. Performance oriented program selection:

One program is given to the students and also give solution of that program with two methods and ask for finding better solution out of that two methods. Students have to decide which one is a better solution out of that two program based on machine, CPU cycle, memory usage.

Example:

For example: Below two programs are given for Fibonacci series.

One program using simple and another program using recursion

Now students have to decide that which one is better from that two solution based on memory usage.

Example:

For example: Below two programs are given for Fibonacci series.

One program using simple and another program using recursion. Now students have to decide that which one is better from that two solution based on memory usage.

Program 1:

```
main()
{
    int c=1,f=0,s=1;
    int i;
    printf("%d%20d\n",f,f);
    printf("%d%20d\n",s,s);
    for (i=2; i<5||f<s; i++)
    {
        c=f+s;
        f=s;
        s=c;
        printf("%d%20d\n",i,c);
    }
}
```


Program 2:

```
int Fibonacci(int n)
if(n==0||n==1)
return 1;
else
return Fibonacci(n-1)+Fibonacci(n-2);
//End function Fibonacci
```

5. Write a code to fulfill our requirement

Example:

ITC charge a fine for late book returned, and the charges for one day are as given below
 Fine Rs. 1 if book price is 100, Fine Rs 2 if book price is ≥ 180 and ≤ 250 Fine Rs. 3 if book price is > 250 and ≤ 350 Fine Rs. 5 if book price is > 350
 So write a program to calculate a total charge if student returning three book of price Rs 170, Rs 270 and Rs 390 for five late day.

6. Write output of given code

Example:

```
void main()
{
    int a=10,b=20;
    char x=1,y=0;
    if(a,b,x,y)
    {
        printf("EXAM");
    }
}
```

}What is the output?

Ans: Nothing is printed

7. Test particular module from given program

Students will be given one prepared project or program asked for testing of one particular module

Example:

One website is already developed and this website is given to test one module of that web site
 For example they will be asked to test response time of that web site in different browser like internet explorer, mozilla firefox, Opera, Google chrome.

8. Find business logic from given piece of code

One program is given to the students and students will be asked to find business logic from that program.

Business logic: Business logic is a non-technical term generally used to describe the functional algorithms that handle information exchange between a database and a user interface. It is distinguished from input/output data validation and product logic

Example: Employee pay roll system

Main module of this system is calculating gross pay of employee so the main logic or main equation for calculating that gross pay is nothing but business logic.

```
int main()
    clrscr();
    int numberofemployees;
    int employeeid, hoursworked;
    float hourlyrate, grosspay, taxamount, netpay;
    const float TAXRATE=0.10;
    ifstream fin("C:\Dev-CPP\employee.txt");
    while (!fin.eof() )
    {
        fin >> employeeid >> hoursworked >> hourlyrate;
        cout << "EMPLOYEE ID IS: " << employeeid << endl;
        cout << "THE HOURS WORKED ARE: " << hoursworked << endl;
        cout << "THE HOURLY RATE IS: " << hourlyrate << endl;
        grosspay=hoursworked*hourlyrate;
        taxamount=grosspay*TAXRATE;
        netpay=grosspay-taxamount;
        cout << "THE GROSSPAY IS" << grosspay << endl;
        cout << "THE TAX AMOUNT IS" << taxamount << endl;
        cout << "THE NETPAY IS" << netpay << endl;
    }
```

The main business logic in above program...

Grosspay=hoursworked*hourlyrate;

taxamount=grosspay*TAXRATE;

netpay=grosspay-taxamount;

9. MCQ to check programming skill

Students will be asked to give one choice out of given option.

These types of questions are generally asked for checking student's basic knowledge.

Example:

What is a difference between a declaration and a definition of a variable?

- 1 Both can occur multiple times, but a declaration must occur first.
- 2 There is no difference between them.
- 3 A definition occurs once, but a declaration may occur many times.
- 4 A declaration occurs once, but a definition may occur many times.
- 5 Both can occur multiple times, but a definition must occur first.

Answer:

1. According to C++
2. According to C·

Fill in the blanks:

Students will be asked to complete the given sentence by filling blanks.

Example:

1) Object Oriented Technology's use of _____ facilitates the reuse of the code and architecture and its _____ feature provides systems with stability, as a small change in requirements does not require massive changes in the system:

- 1) Encapsulation; inheritance
- 2) Inheritance; polymorphism
- 3) Inheritance; encapsulation
- 4) Polymorphism; abstraction

Answer: 2

2) _____ provide useful conceptual framework.

- 1) Inheritance
- 2) Polymorphism
- 3) Encapsulation
- 4) None of these options

4. Sample Question Paper
● Internal Exam (Theory)

Internal Exam (Theory)	
QUESTION PAPER :	SHEET :
COURSE TITLE :	BATCH NO :
MODULE :	MARKS : 50
TIME : 1.5 hr	DATE :
PART ONE	
(Answer all the questions)	
20	
Each question below gives a multiple choice of answers. Choose the most appropriate one and enter in the "tear-off" answer sheet attached to the question paper, following instructions therein.	
Each statement below is either TRUE or FALSE. Choose the most appropriate one and 2 ENTER in the "tear-off" sheet attached to the question paper, following instructions (1 x 5) therein.	
Match words and phrases in column X with the closest related 3 meaning/word(s)/phrase(s) in column Y. Enter your selection in the "tear-off" answer (1 x 5) sheet attached to the question paper, following instructions therein.	
Each statement below has a blank space to fit one of the word(s) or phrase(s) in the 4 list below. Enter your choice in the "tear-off" answer sheet attached to the question (1 x 5) paper, following instructions therein.	
PART TWO	
(Answer descriptive questions)	
30	
As per course coordinator	

● Internal Exam (Practical)

Internal Exam (Practical)	
QUESTION PAPER :	SHEET :
COURSE TITLE :	BATCH NO :
MODULE :	MARKS : 50
TIME : 2 hr	DATE :
PART ONE	
(on machine)	
40	
According to the program concern as well as course coordinator	
PART TWO	
(viva questions)	
10	
Speak about questions asked by the other speaker and answer questions on personal subjects with no preparation beforehand	

● External Exam (Theory)

External Exam (Theory)	
QUESTION PAPER :	SHEET :
COURSE TITLE :	BATCH NO :
MODULE :	MARKS : 50
TIME : 1.5 hr	DATE :
PART ONE	
(Answer all the questions)	
20	
Each question below gives a multiple choice of answers. Choose the most appropriate 1 one and enter in the "tear-off" answer sheet attached to the question paper, (1 x 5) following instructions therein.	
Each statement below is either TRUE or FALSE. Choose the most appropriate one and 2 ENTER in the "tear-off" sheet attached to the question paper, following instructions (1 x 5) therein.	
Match words and phrases in column X with the closest related 3 meaning/word(s)/phrase(s) in column Y. Enter your selection in the "tear-off" answer (1 x 5) sheet attached to the question paper, following instructions therein.	
Each statement below has a blank space to fit one of the word(s) or phrase(s) in the 4 list below. Enter your choice in the "tear-off" answer sheet attached to the question paper, following instructions therein.	
(1 x 5)	
PART TWO	
(Answer descriptive questions)	
30	
As per course coordinator	

● Internal Exam (Practical)

External Exam (Practical)	
QUESTION PAPER :	SHEET :
COURSE TITLE :	BATCH NO :
MODULE :	MARKS : 50
TIME : 3 hr	DATE :
PART ONE	
(on machine)	
40	
According to the program concern as well as course coordinator	
PART TWO	
(viva questions)	
10	
Speak about questions asked by the other speaker and answer questions on personal subjects with no preparation beforehand	

5. Examination Guidelines

- 5.1. No candidates shall be entitled to appear for any examination unless he/she attended at least 80% of each of the prescribed total lecture.
- Code of Conduct during examination tutorials & practical of each module of Course.
- 5.2. All the students must take their seats in the Examination Class/Lab before 30 minutes of commencement Exam time.
- 5.3. The student failing to arrive at the schedule time for examination shall not be admitted.
- 5.4. If any student will come late in the examination have to bear the loss of time by them no extra time will be given to them.
- 5.5. If the candidate is found guilty of misbehavior or of copying in the examination he/she shall be liable to be expelled from the examination hall and/or shall face severe consequences as directed by the head of the institute.
- 5.6. Mobile phones are not allowed during the examination.
- 5.7. The candidate must bring I-Card at the time of Examination
- 5.8. During Examination, Students are advised to save their work every ten minutes as only ten minutes will be given for any work lost due to power failure.

6. Declaration of Results and issue of certificates

- 6.1. The internal exam result will be displayed on notice board after 15 days of exam.
- 6.2. The external exam result will be declared after 30 days of examination.
- 6.3. Certificate will only be handed over to the person in whose name the certificate has been issued.
- 6.4. Due to unavoidable circumstances, authority letter must be provided.
- 6.5. If the student leave the semester before the commenced completion date of course, only cleared modules' marks has been given for rest of the subject he/she will get N.A. (Not Applicable) grade.
- 6.6. To receive the certificate, I-card and all fee receipt are necessary as well as library

8. Grace marks

A total up to 5 Marks shall be granted to a student as a grace to help him/her secure a higher grade.

Re-Examination

6.7. If for unavoidable circumstances, a student is not able to give external examination held by ITC, he/she will have to give written application in advance. (Before at least least 7 Days of Exam).

Student failing to give a written application before the stipulated time will not be allowed to appear in re-examination.

1.1. The candidate has to pay re-examination fees of Rs. 500/- per module & Re-examination request is valid for six months from the date of examination.

1.2. Re-examination is not being conducted for internal examination & assessment

1.3. A student will be given zero marks if he/she does not submit his/her assignment within specified time or remains absent in Quiz & seminar.

1.4. Student would be responsible to enquire for their schedule of re-examination

Examination with examination co-ordinator and course concern faculty with "Re-Examination appearanceslip".

Due to unavoidable circumstances, if examination is cancelled, the new schedule for will be given by the Examination Coordinator, which every student has to follow.

· Verification of marks/grade

1.1. The deputy director of the institute after the declaration of results of the final examination, may entertain applications from candidates for verification (not re-assessment) of marks on payment of a fee of Rs. 50/- per paper, provided the applications is made within 7 Days from the date of declaration of the result

On Receipt of the application made by a candidate under rule 7.1, the deputy director or his nominee will scrutinize the papers so as to verify whether all questions attempted by the candidate in the paper have been assessed by the examiner and the marks assigned to the questions are carried forward on the front page of the answer book and weather totaling of marks assigned to all the answer is correct. In case any answer or part there of has remained unassessed, the deputy director will get it assessed by examination concerned.

- **Loss of certificate**

1.1. On receipt of an application from the student indicating loss of certificate, a certified copy of statement of grades secured by him/her at the final examination shall be supplied by the institute on payment of Rs. 25/-

- **Sample Certificate**

Sample certificate of DOEACC 'A' Level & 'O' Level of ITC are shown below

FEEDBACK FORM

Thank you for your participation in this training/course. To assist us in maintaining the quality of our programs, we ask that you take a few moments to complete this feedback form.

Name : _____ Date : _____
 Course : _____ Phone : (L) _____ (M) _____
 Instructor : _____ City : _____
 Start Date : _____ Th. Hrs. : _____
 End Date : _____ Pr. Hrs. : _____

Please select your choice using ✓ mark.

[1 = Strongly Agree, 2 = Agree, 3 = Neutral, 4 = Disagree, 5 = Strongly Disagree]

1. Facilities & Admin Staff	1	2	3	4	5
1. The course was given in an environment conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The course was given in a clean & professional environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The computers and Equipment were in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The computers were configured with software appropriate for the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The staff was helpful, friendly and knowledgeable throughout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Course module was completed within the specified time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lectures/practicals are carried out on scheduled time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Duration of lecture is less than 45 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The assignments are appropriate for the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Examination time table is declared before 1 week of examination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. User ID & password are given at the commencement of course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I will recommend my friends/peers/mates to study at ITC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Instructor	Theory Faculty					Practical Faculty				
	1	2	3	4	5	1	2	3	4	5
1. The instructor was well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The instructor explained content in an easy to understand manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The instructor displayed knowledge and expertise in the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The instructor used a variety of classroom exercise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The instructor involved students in classroom discussions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The instructor responded to questions clearly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The instructor used effective presentation skill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor is aware of students' level of understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The instructors' behavior is good to student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The instructor is present during lecture/practical timings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The instructor cares about the students & their concern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The instructor is approachable outside of course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I would recommend courses taught by this instructor to other.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Course and handout materials	1	2	3	4	5
1. The course objectives were presented at the beginning of the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. An accurate overview on the entire training experience was presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The course content was arranged and presented in a logical sequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The course used a varied texts and supplements materials as handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The course materials were accurate, clearly written, & easy to understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The course handout materials supported course content well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The course handout materials will be useful for reference in my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The course content matched the published description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please write the Machine configuration you have used.

5. How many times because of machines, networks practical are not conducted?

6. How many times because of faculty lecture is not conducted?

7. Which course would you like to join future?

8. Any additional comments on the training curriculum and course standards.

9. Please comment on the strengths and weakness of ITC.

10. I would recommend the following changes.

Student Signature & Date