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#### NOTIFICATION

**No.A.12034/13/2013-HTE(TE), 1<sup>st</sup> September, 2016.** Whereas the Examination Committee of the Mizoram State Council for Technical Education (MSCTE) is conducting examination of Diploma Course in Computer Application.

And Whereas the Government of Mizoram deems it expedient to have the Examination Rules for fair selection of candidates on merit by means of examination.

Now, therefore, the Governor of Mizoram is pleased to make the following consolidated Rules for conducting common examination for Diploma Course in Computer Application under Mizoram State Council for Technical Education, namely :-

**1. SHORT TITLE, EXTENT & COMMENCEMENT :**

- a) These rules shall be called "*The Mizoram (Recognition and Regulation of Common Examinations for Diploma Courses in Computer Application) Rules, 2016*"
- b) They shall come into force with effect from the date of its publication in the Official Gazette.

**2. APPLICATION :** These rules shall apply to all Institutions conducting **Diploma** Course in Computer Application and such Institutions shall be **affiliated** by the **Mizoram State Council for Technical Education**.

**3. DEFINITION :** In these rules, unless the context otherwise requires,

- a) "**Academic Board**" means Academic Board constituted by the **Mizoram State Council for Technical Education** under these rules to monitor the curricula, Institutional infrastructure, and academic activities of affiliated Institutions.
- b) "**Affiliation**" means formal enrolment of an institute among the list of approved/recognized institutes of the **Mizoram State Council for Technical Education**.
- c) "**Diploma**" means Diploma certificate awarded by the Mizoram State Council for Technical Education to a person for successfully completing such course or courses of study, as may from time to time be prescribed by the Rules.
- d) "Centre Superintendent" means the person appointed to conduct and supervise the examinations of the **Mizoram State Council for Technical Education**.

- e) **“Chairman”** means the Chairman of the Examination Committee or Academic Board of **Mizoram State Council for Technical Education** as the case may be.
  - f) **“COPA”** means, Computer Operator & Programming Assistant.
  - g) **“Directorate”** means Directorate of Higher & Technical Education, Mizoram.
  - h) **“Examination”** means the examination of the Diploma Course in Computer Application conducted by the **Mizoram State Council for Technical Education**.
  - i) **“Examination Committee”** means Examination Committee constitute by the **Mizoram State Council for Technical Education** under these rules to conduct common examination for the Courses in Computer Application conducted by the Affiliated Computer Institutes in Mizoram.
  - j) **“Examination Officer”** means Examination Officer for the **Mizoram State Council for Technical Education**.
  - k) **“Extension of Affiliation”** means extending the affiliation granted to the Affiliated Institutions by the Mizoram State Council for Technical Education.
  - l) **“Head of Institution”** means the Principal/Director of an Affiliated Institution.
  - m) **“H&TE”** means Higher & Technical Education Department, Mizoram.
  - n) **“Inspect”** means the process of inspection undertaken by the inspection team and includes inspection and site visit to assess the computer institutes for affiliation.
  - o) **“Inspection Team”** means the designated members of the Academic Board entrusted with the inspection of the computer institutes seeking affiliation or extension of affiliation.
  - p) **“Institution”** means the Institution Affiliation to the **Mizoram State Council for Technical Education**.
  - q) **“Invigilator”** means a person who assist the Centre Superintendent of a Centre in conducting and supervising the Examination at the Centre.
  - r) **“Joint Director (Technical)”** means Joint Director of Technical Education under **Directorate of Higher & Technical Education**.
  - s) **“MCIOA”** means Mizoram Computer Institute Owners Association.
  - t) **“Term”** means a period of study for completing the course.
  - u) **“Course of Study”** means a course of study prescribed by the **Mizoram State Council for Technical Education** for the purpose of its Examination.
  - v) **“Secretary”** means the Secretary of Examination Committee of the **Mizoram State Council for Technical Education**.
  - w) **“State Council”** means **Mizoram State Council for Technical Education (MSCTE)**.
  - x) **“Teacher”** means a person actually engaged in the work of teaching in Academic Institution of an Affiliated Institution.
- 4. COURSE, TITLE & DISCIPLINE :**
- 1) The Computer Application course, recognized by the State Council shall be conducted by the Institution.
  - 2) The Discipline of the course shall be designated as **Diploma in Computer Application (DCA)**
- 5. COURSE DURATION AND WORKING HOURS :**
- 1) DCA course shall be of two semesters of 6(six) months duration each namely DCA Semester-I and DCA Semester-II. Students who have completed and passed DCA Semester-I shall be awarded Certificate in Computer Application (CCA). Only those students that have completed and passed DCA semester-I shall be allowed to enroll for DCA Semester-II. Students that have completed and passed DCA Semester-II shall be awarded Diploma in Computer Application.

- 2) A full term consist of minimum of 180 hours of instruction with an average of 2 hours a day in 5 days a week in the class room, laboratory workshop and field work excluding Examination, preparation and holidays as per the Academic Calendar approved by the Academic Board.

**6. ADMISSION TO THE COURSE OF STUDY :**

- 1) A candidate shall satisfy the conditions mentioned below to be eligible for admission to the certificate course :
  - a) Admission may be decided on the basis of merit of admission/entrance test and/or interview conducted by each Affiliated Institution.
  - b) There will be no lower qualification and age limit for admission to **DCA Semester-I, but for enrolment to the DCA Semester-II, student must have completed and passed DCA Semester-I.** Intake capacity of the Institution per batch will be decided by the **Inspection Team** appointed by State Council.
  - c) 3% of total seats will be reserved for physically challenged candidates.

**7. CONDUCT OF EXAMINATION :** Examination Cell (Technical) under Directorate of Higher & Technical Education shall conduct the following examination in the name of the State Council.

- 1)
  - a) Term Examination shall be held in June/July and December/January on such date as may be fixed by the Chairman of the Examination Committee for the regular candidates along with repeater candidates
  - b) Examination shall be conducted for each subject (Theory and/or Practical) as per the Examination scheme.
  - c) The theory examinations for DCA Semester I & II shall be conducted across two continuous days with equal number of subjects on each day.
  - d) Duration of Examination in DCA Semester-I theory papers will be 1(one) hour and DCA Semester-II theory papers will be 3(three) hours respectively.
- 2) The contact hours of instruction per week and the term duration and marks allotted to each paper in theory and practical shall be as per curriculum structure.
- 3) Class test, sessional, home assignment, practical and viva voice shall be conducted by the Institution.
- 4) The Chairman of Examination Committee or any Officer authorized by him/her at least 30 days before commencement of examination shall notify the date, time and venue of each examination.
- 5) English shall be the medium of examination.
- 6) No candidate shall be permitted to enter the examination hall after the commencement of the examination. However, the Centre Superintendent of Examination Centre may at his discretion permit a candidate to enter the hall upto **15(fifteen) minutes** after the commencement of examination.
- 7) No candidate shall be permitted to leave the examination hall before half an hour after commencement of the examination. The Centre Superintendent of the Examination Centre may, in exceptional cases, permit an examinee to leave the Examination Hall even before this period, if in his judgement, continued presence of the examinee in the Hall is not desirable in the interest of smooth conduct of examination or a candidate becomes physically incapable of continuing the examination due to sudden illness.
- 8) A candidate, who is found appearing the examination under the influence of any illegal practice, shall be expelled from the Examination Hall by the Centre Superintendent.

- 9) Centre Superintendent and supporting staff etc. shall be appointed as per rules decided by the competent authority from time to time. The number of supporting staff to be appointed for the Centres will depend on the number of Hall/Rooms etc. Institutions having less than 20 candidates will not be considered as Examination Centre.
- 10) The Officers and Staff detailed in the Examination Centre may consist of the following:
- |    |                             |   |  |
|----|-----------------------------|---|--|
| a) | Centre Supervisor           | - | 1(one)   |
| b) | Centre Superintendent       | - | 1(one)   |
| c) | Asst. Centre Superintendent | - | 1(one) for every 200 candidates per Examination Hall/Room. |
| d) | Invigilators                | - | 1(one) for each 20 candidates per Examination Hall/Room.   |
| e) | Clerk                       | - | 1(one)   |
| f) | Peon                        | - | 1(one)   |

However, if the number of candidates is less than 50(fifty), no Asst. Centre Superintendent shall be appointed.

#### 8. ELIGIBILITY FOR EXAMINATION :

- 1) A student should attend a minimum 75% of classes. (Theory and Practical)
- 2) A candidate should pay all the fees to the Institution before filling up of the application for Examination.
- 3) A candidate applying for the examination shall send application in prescribed form to the Chairman of the Examination Committee through the Head of Institution along with the requisite fees fixed by the State Council within such date as notified by the Chairman of the Examination Committee and such application must be accompanied by a Certificate from the concerned Head of the Institution stating that the candidate :-
  - a) has attended the requisite percentage of classes in each theory and practical for the prescribed course of study in the Institute.
  - b) has satisfactorily completed the practical works and obtained at least pass marks in the internal assessment in each subject prescribed for the course of study.
  - c) has shown satisfactory conduct during the course of study.
- 4) The application not submitted in prescribed form/incomplete/not in time/not supported by money receipts or proof of payment of prescribed fees shall be rejected and no correspondence on that account shall be entertained.
- 5) Any fees once paid shall not be refunded under any circumstances.
- 6) To avoid impersonation, all candidates appearing the State Council Examination shall submit two recent pass-port size photographs duly attested by a Gazetted officer of which one should be pasted on the application form for examination and the other in the admit card which will be returned to the candidate for entry to the examination hall.

#### 9. MODALITY :

- 1) Pass mark is 50% in all subjects of **DCA Semester-I and Semester-II** provided they secure pass mark in theory and practical.
- 2) Maximum grace marks to a candidate should not exceed more than 3(three) marks.

#### 10. RESULT :

- 1) The total marks for award of the Certificate shall consist of the marks obtained by an Individual candidate. The calculation of mark percentage and class is given below :-

Percentage of marks	Class
75% and above	Distinction
60% and above but below 75%	First
50% and above but below 60%	Second
Below 50%	Fail

- 2) Result of examination shall be declared by the **State Council**.
- 3) The certificate shall be awarded to the successful candidates by the State Council under signature of the Secretary of the Examination Committee of the **State council**.
- 4) The marks obtained by a candidate in each subject shall be supplied to the candidate in printed form of "Statement of Marks" after declaration of the results.
- 5) The mark-sheets and certificate of candidates in each examination will be sent to the Head of their respective Institutions. The candidates shall collect from the office of the Institution concerned.
- 6) In case any anomaly is detected at any stage during the whole process up to publication of Results, the matter will be referred to Secretary, State Council through Examination Committee for necessary action and his decision will be final and binding.
- 7) Complaints, if any in respects of results shall not be entertained by the State Council, if such complaints are made after one month from the date of declaration of results.
- 8) Re-evaluation of the answer papers shall be permitted after payment of prescribed fees **within 1(one) month from the date of declaration of the results**.
- 9) The verification of marks shall be done by the Secretary or by an expert of the subject concerned in confidential and not in presence of the candidate. If any answer paper is left unexamined, the Secretary of the Examination Committee shall cause it **to be** assessed in confidential. In cases where there occurs an omission of any nature affecting results, the same shall be rectified and the results modified and declared accordingly.
- 10) Duplicate mark-sheet may be issued to a candidate provided an application is submitted to Secretary of the Examination Committee along with the **prescribed fees**.
- 11) The answer books of the candidate for an examination shall be preserved for **6(six) months** from the date of publication of the results and the same shall be destroyed after that period by order of the Secretary of the Examination Centre.

**11. COMPOSITION OF BOARDS** : Examination Committee and Board of Academic shall be constituted as follows :

- 1) **Examination Committee** : Examination Committee shall be constituted by the State Council consisting of the following members :-
 

Chairman	:	Director, H&TE
Secretary	:	Joint Director(Tech), H&TE
Members	:	1) Examination Officer(Tech), H&TE
		2) One Representative from MCIOA
		3) Academic Officer(Tech), H&TE
		4) One expert from Information and Communication Technology Department, Govt. of Mizoram.

**Function of Examination Committee :-**

- a) to declare and publish the Examination result.
- b) to issue Mark-sheet and Certificate.

- 2) **Academic Board** : Academic Board shall be constituted by the State Council consisting of the following members :-

Chairman	:	Director, H&TE
Secretary	:	Joint Director(Tech), H&TE
Member	:	1) Academic Officer(Tech), H&TE 2) Training and Placement Officer, H&TE 3) Examination Officer(Tech), H&TE 4) Two Representative from MCIOA 5) Expert-(as appointed by State Council from time to time) (at least 2 nos.)

**Function of Academic Board :**

- a) to inspect and assess computer institutes for affiliation/extension of affiliation.
- b) to prepare and revise the curriculum and monitor its implementation.
- c) to fix the fee structure of the courses and other prescribed fees as applicable.
- d) to prepare, implement and monitor guidelines and criteria for Government of Mizoram affiliation of computer institutions.
- e) to undertake other tasks related to Academia assigned from higher authority.

12. **REPEAL AND SAVING** : The Mizoram (Recognition and Regulation of Common Examinations for Certificate Courses in Computer Application) Rules, 2012 notified vide B.21015/1/2007-EDN(TE), the 3rd August, 2012 and published in the Mizoram Gazette Extraordinary issue No.376 dt.8.8.2015 and any other subsequent amendments, if any, shall stand repealed with the commencement of these rules.

Provided that any order made or anything done or any action taken under the rules so repealed or general orders ancillary thereto shall be deemed to have been made, done or taken under the corresponding provisions of these rules.

**K. Lal Nghinglova,**  
Commr. & Secretary to the Govt. of Mizoram.