

ORDINANCE No. 84

(CERTIFICATE COURSE IN COMPUTER MANAGEMENT)

1. The Course of study shall be of 6 (Six.) month's duration, as prescribed in the Syllabus.
2. The Course will contain total Six papers, out of which 4 (four) Theory papers and 2 (two) Practical papers.
3. The Course will be a part-time and be run in morning or evening hours. This course will be open for graduates of all the branches. Employees and post-graduate students may also take admission in this course.

(a) *Eligibility:* - Qualification for admission to this certificate course will be Bachelors degree of the University or any other statutory University recognised for the purpose.

(b) *Admission Procedure:* - Application will be invited from interested candidates through advertisement, published in leading newspapers of the region. The applicants seeking admission to this course will be required to under go through selection process, as follows:

Written Test (Objective)	75%
Personal Interview	25%
Total	100%

A merit list will be preparing on the basis of marks obtained in written test and first 40 candidates will be called for personal interview. Total 20 selected candidates will be taken for this course.

Fees- The students selected for this course will be required to pay the following fees for a session:

a. Enrolment fee	25.00
b. Registration fee	50.00
c. Admission fees	350.00
d. Tuition fee	350.00
e. Computer charges	500.00

f.	Development fee	500.00
g.	Caution money (Refundable)	500.00

Total 2,275.00

4. Admission will be made normally in July and December in each Academic year.
5. There shall be two University Examination at the end of each session. These Examinations shall normally be held in January and July.
6. A candidate who, in each theory and practical of any session does not has a minimum of 75% of attendance shall not be qualified for appearing in the ansuring examination for that session and shall be declared as a Detained Candidate.
7.
 - (a) A condonation of 10% in respect of attendance only may be granted by the Principal of the college/ Head of the Deptt. and a further condonation of 5% by the Kulpati.
 - (b) It shall be the entire responsibility of the student to ensure that he has the required percentage of attendance for being eligible to appear in the examination within the specified period.
 - (c) Simply filling of an examination form, paying the examination fee, or getting the admission card from the University shall not entitle the student to appear in the examination. A student may still be debarred from appearing in the examination in the college records indate that he does not meat the academic requirements as already defined above.
8. Preparation leave of SEVEN days will normally be given before the commencement of written part of examination.
9. In order to be successful at any of the examinations, an examinee must secure not less than;
 - i. 35% as minimum marks in each written course.
 - ii. 40% as minimum marks in each practical course.
 - iii. 35% as minimum marks in aggregate.

10. A candidate who fails to secure the required minimum percentage of marks in any of Theory paper or Practical as defined at above, at any examination shall be declared the Unsuccessful. Such a candidate will not be given the certificate of the course.
11. A candidate, who fails to secure the prescribed minimum percentage of marks at any examination in more than One course (subject) Theory or practical, shall be required to re-appear in that paper/course in the next examination as Ex-Student.
12. The award of the certificate in Computers Management shall be based on the marks secured in all the courses of final examinations with the equal weightage assigned to the all the course as given below:-
- | | |
|-------------------------|-----------|
| Course 1 | 100 marks |
| Course 2 | 100 marks |
| Course 3 | 100 marks |
| Course 4 | 100 marks |
| Course 5 (Practical) | 100 marks |
| Course 6 (Practical) | 100 marks |
| Total 600 Marks. | |
13. The division for the declare of Certificate in Computer Management shall be awarded on the following basis:-
- i. 35% and above but less than 50% of the grand total marks shall be placed in the pass Division
 - ii. 50% and above but less than 60% of the grand total marks shall be placed in the Second Division.
 - iii. 65% and above but less than 75% of the grand total marks shall placed in the First Division.
 - iv. 75% and above of the grand total marks shall be placed in the First Division with Honours.
14. The provisions of the Ordinance No. 5 and 6 shall be applicable to the extent that they are not inconsistent with the provisions of this Ordinance.