

APPENDIX – XI

THE DOEACC SCHEME

The Dept. of Electronics (DoE) formulated a comprehensive policy on Computer Software Export. Embodied therein, was software development and training to generate quality manpower by harnessing the competence and expertise available in the Private Sector Computer Training Institutes, thereby widening the Educational opportunities in the area of Computers. The DOEACC scheme is the outcome of is jointly commissioned by Dept. of Electronics (DoE) and All India Council of Technical Education (AICTE) based on this policy.

The Scheme provides educational opportunities in computers for a 10+2 and above qualified candidate, through institutes/organisation in the non-formal sector (Private/ Govt.) which are accredited to conduct specified courses based on norms and criteria. The Scheme provides requisite flexibility, for individuals to qualify, in steps, to an equivalence of an M.Tech degree, without interfering with other studies or work.

The four levels of courses under the scheme are:

"O" level – Business Professional Programmer

"A" level - Advanced Diploma

"B" level - Graduate (MCA)

"C" level - Post Graduate (M.Tech)

Implementing Agency: The Scheme was previously implemented through DOEACC Control centre and examinations were conducted by CSI and IETE. Dept. of Electronics, Govt. of India has registered a Society, namely, DOEACC Society, on the 9th Nov.'94 to implement the Scheme in integrated manner, including examinations.

The Society has at its apex, a Governing Council, whose members are representatives from the educational field, including AICTE, MHRD and UGC. The council also includes representatives from industry.

Examinations: Examinations under the Scheme are held six monthly at important cities/towns of the country in January and July. Successful candidates are awarded appropriate certificates/diplomas by the society.

Recognition: A number of organisations in the public/private sector and state governments have included these qualifications, for recruitment, at appropriate levels. The Ministry of Human Resource Development, Dept. of Education, Govt. of India,

on the recommendations of High Power Assessment Board for Educational qualifications, have, vide their notification 43, dated 1st March, 1995 reproduced as under has recognised DOEACC qualifications:

"No.F. 18-23/92-TD.V/TS-IV(.) On the recommendation of the Board of Assessment for Educational qualifications, the Govt. of India has decided to recognise the "O" level and "A" level examinations conducted by the Computer Society of India (CSI) under the Dept. of Electronics Accreditation of Computer Courses (DOEACC) scheme as equivalent to foundation course and Advanced diploma level course, respectively, for the purpose of employment to the posts under the Central Government."

The institute is located away from the main city hubbub, which provides serene learning atmosphere.

Eligibility: Minimum +2/Diploma. Graduates and persons with higher qualification will be given weightage

Selection Process: Strictly on the basis of merit. Selection will be based on the 9marks obtained in +2 and graduation. Individuals with higher qualification will be given priority.

* After registering to the course please donot forget to check back the confirmation of your admission in person (donot wait for the confirmation through post) . Kindly check the status of your admission on or before the course commencement date.

* Registration Fee will be refunded only in case admission is not granted. All those who have been denied admission should take back their registration fees on or before 20 days after the course commencement date.

While applying for the course the student understands that he/she will follow the rules and regulation of the Institute.

Accreditation of Courses

Under the DOEACC Scheme, computer-training institutes in the non-formal sector, meeting well-defined criteria, are granted accreditation for specified levels of courses offered under it viz. O (Foundation) Level, A (Advanced Diploma) Level, B Level (Equivalent to MCA) and C Level (Equivalent to M.Tech). In this regard the Society publishes a prospectus for each of the level which contains the eligibility norms and criteria in addition to an accreditation application form. The institutes desirous of getting Accreditation for any Level of Course under the DOEACC

Scheme is required to purchase the relevant prospectus and submit the Application Form duly filled-in to the Society.

A. Norms and Criteria for Provisional Accreditation

Computer training institutes desirous of conducting DOEACC accredited course(s) are obliged to meet the following requirements/standards:

a) **Status and Identity**

The institution/organisation should be registered under any act of law e.g. in the case of a company, it must be registered with the Registrar of Companies, in case of a Society, it must be Registered with Registrar of Societies and so on and so forth. Must show financial stability and sincerity of the purpose. Should have conducted similar course for at least two years.

b) **Infrastructure - Building and Space**

Should have its own premises. However, in the event of the premises being hired, it should be on a long-term lease. The lease term, in such cases is specific to the Level for which accreditation is sought and the same is defined in the relevant prospectus. Minimum carpet area should be better than 90 sq. meters consisting of at least;

- one class room to seat 25 students

- one lab to seat 15 students.

- library

- reception area, etc.

c) **Infrastructure - Equipment**

The institute should its own hardware and software at site as per the syllabus of respective level. State-of-the-art Hardware should be available with the institute and the same should be provided to the students for the training of the relevant DOEACC course. The institute also needs to ensure that the students are allotted at least half of the duration of a subject for "hands-on" experience.

The minimum number of computer system required should be commensurate with the number of students being trained by the institute and also the geographical location of the institute, subject to at least eight computer systems. Also, not more than two students would be deputed by the Institute on a single terminal or one PC.

All software should be licensed as understood within the terms of Intellectual Property Rights (IPR). Software required for the conduct of DOEACC Course(s) have been prescribed within the relevant syllabus.

The institute should also possess modern teaching aids such as overhead projectors, video projection, audiovisuals etc

d) Faculty

Teaching Faculty should consist of at least three permanent incumbents who should have been with the institute for not less than six months. The ratio of full time to part time (normalized) shall be better than 4:1, i.e., within the institute, for every four full time faculties, the institute is permitted to engage one part-time faculty. The ratio of full time + part time (normalized) to students shall be better than 1:25, i.e., for every batch of 25 students, the institute should employ one faculty subject to a minimum of three permanent incumbents. Competent faculty should have the requisite qualifications and experience (a minimum of two years) as has been detailed in Prospectus of respective levels. The names and qualification including the experience of the faculties are required to be provided within the accreditation application form. Also, the faculty should have been with the institute for a minimum period of six months.

e) Library

The institute should maintain a Library. The Library should have a good selection of books and should also subscribe to popular periodicals. Sufficient number of books, which are listed in the DOEACC syllabus, should be also maintained in the Library. Sufficient number of DOEACC Syllabi and also other DOEACC publications should be maintained in the Library and the same should be made available to all concerned.

f) Code of Ethics

Institutes granted permission to conduct the DOEACC course(s) are obliged to follow the code of ethics;

- should NOT knowingly, advertise in a way which is liable to project a false impression of competence of the Institution.
- should NOT adversities, either directly or by Implication, accreditation of aspects / course(s) for which specific approval has not been granted.

This covers the cases those which are under consideration or expired or withdrawn;

- should NOT exaggerate, to gain unfair advantage, the contents of the course(s) for which accreditation has been granted;
- should NOT mention connection with foreign collaboration directly or indirectly to gain advantage, unless there is indisputable proof of such connection.
- should NOT guarantee benefits to student that is actually false or not feasible.
- should NOT project price terms that are false, or misleading, to gain advantage over competition.
- should NOT disparage competition, even obliquely.
- should NOT project insufficiently supported claims of excellence in connection with employment.
- should NOT distort statement of Government for own gain.
- should NOT criticize action of Government / professional bodies or experts, without proper investigation.
- should NOT make statement offensive to the public. This includes release of advertisements that are “Off-Colour.”
- should NOT make statements of an ambiguous nature presenting a false picture in any stage /part of the scheme of accreditation including hardware / software as also omissions and half-truth.
- should NOT do comparative advertising or “Trade – puffing” and
- should NOT involve in any other matter / action repugnant to the spirit of ethical practices, including, behavior to / by our students; unauthorized use of copyrighted software etc.

g) Student Admission and Administration

At least 50% of the enrolment will be on the basis of merit. Student administration should be of high order. Separate record keeping of admission, registration, aptitude test, and-selection norms.

h) Accreditation Fee (Provisional)

'O' Level - Rs. 18,000/-

'A' Level - Rs. 18,000/-

'B' Level - Rs. 30,000/-

'C' Level - Rs. 18,000/-

* Accreditation Fee once paid is not refundable.

i) Others

Accreditation is for the DOEACC computer course and the institute is not accredited as such. It is applicable for the course at the specified location only. Accreditation given in the name of an institute is not automatically applicable to its branches / centres / head office/franchises/licensees etc.

Each centre is required to have independent accreditation for each level. Accreditation is a continuous process and new institutes get accredited from time to time. Accreditation granted to an existing institute may be withdrawn if it fails to adhere to the specified norms or for other specified reasons.

Observers who are experts in the field are requested to visit the concerned institutes and send their reports when complaints about the functioning of the institutes are to be investigated or deficiencies in their yearly reports are to be looked into. The performance of an institute is reviewed through the yearly reports submitted by an institute, the Observer's reports on the functioning of an institute and by the performance of candidates appearing in DOEACC examinations from the institute taking into account also the number of candidates sent by the institute for such examinations.

Provisional accreditation in the first instance granted for a period of three years for O/A/C levels and five years for B level.

Institutes are allowed to run no. of courses/batches commensurate with the qualified faculty, infrastructure exist with the institute, based on which the maximum no. of the students which institute can train for each level are decided.

Application for 'A' level accreditation may be submitted by the institute who are authorised to conduct DOEACC 'O' level course and have met the criteria of faculty minimum number of candidates in each module of DOEACC 'O' level examination.

EXAMINATIONS

DOEACC Society conducts examinations for 'O','A','B'&'C' levels, twice each year, in January and July, at several cities and towns. These examinations are conducted independently and are overseen by an Examination Board consisting of experts/ professionals from premier academic institutes and software houses.

Examination Norms

- Registration is a pre-requisite for candidates to appear in DOEACC O/A/B/C Level Examinations. the eligibility criteria and how to apply is given in the section for Registration information.
- Examinations are held twice a year all over India and test not only the candidates, but also the institutes running accredited courses, the latter as determined by the number of candidates who take the examinations through respective institutes and the percentage that pass.
- Candidates undergoing 'O' Level accredited course may appear in any two modules of 'O' Level examination after six months of the commencement of the accredited course and in the remaining two modules after the completion of one year of the commencement of the accredited course. This is subject to the condition that the subjects have been covered in the accredited course by the institute and so endorsed in the examination application form as per format therein.
- At A, B & C Levels, candidates can appear in any paper, in any order, if the subject has been covered at the institution running the accredited course and so endorsed on the application form. Direct candidates can appear in examinations if they satisfy the eligibility criteria as applicable to them.
- Dates for the various activities connected with examinations will be promulgated through Newspapers and or Employment News, well in advance of the examinations.
- Application forms for examinations are different from Registration forms. Details on the availability of the examination application forms will be announced in the leading newspapers as and when examinations are scheduled.