

ORDINANCES
AND OUTLINES OF TESTS,
SYLLABI AND COURSES OF READING

FOR

ONE-YEAR POST GRADUATE DIPLOMA IN COMPUTER
APPLICATIONS (PGDCA)
(Semester 1st and 2nd)

FOR

2013-14 & 2014-15 Sessions

PUNJABI UNIVERSITY
PATIALA – 147 002

**ORDINANCES FOR
Post Graduate Diploma in Computer Applications (P.G.D.C.A.)
Course Examination**

Applicability of Ordinances for the time being in force

Notwithstanding the integrated nature of a course spread over one year, the Ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the year. Nothing in these ordinances shall be deemed to debar the University from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.

1. STRUCTURE AND DURATION OF THE PROGRAMME:

- The course for the Degree of PGDCA. (Post Graduate Diploma in Computer Applications) shall be spread over one academic year to be called Semester I and II. The examination for the semester – I shall be held in the month of November/December and for the semester – II in the month of May/June or on such other dates as may be fixed by the Academic Council.
- The course will be considered as a minor course.
- Since it is a minor course, no lodging and boarding facilities will be provided by the University. However, depending upon the availability, the same may be considered.
- The outlines of tests and syllabi shall be such as prescribed by the Academic Council from time to time.

2. ELIGIBILITY FOR ADMISSION:

Graduate in any Subject.

3. SCHEDULE FOR EXAMINATION FEES:

- The last date by which admission forms and fees must reach the Registrar shall be as follows:

Semester	Without late fee	With late fee of Rs. 500/-	With late fee of Rs. 1000/-	With late fee of Rs. 5000/-	With late fee of Rs. 10000/-
Semester - I Regular and Re-appear Candidates (Nov/Dec)	Sept. 30	Oct. 15	Oct. 31	Up to 21 days before the commencement of the examination (written or practical whichever is earlier)	Up to ten days before the commencement of the examination (Written or practical whichever is earlier) with the approval of the Vice-Chancellor
Semester-II Regular and Re-appear Candidates (May/June)	Feb. 28	Mar. 15	Mar. 31	-do-	-do-

- (a) Candidates will be required to pay examination fees for each semester as prescribed by the University from time to time.

- (b) Candidates shall submit their application forms for admission to the examination duly countersigned by Head of the Department/Principal of the concerned College.

4. MEDIUM OF EXAMINATION:

The medium of examination and instructions shall be English only.

5. EVALUATION:

- (a) In each theory paper 20% of the total marks are assigned to the continuous assessment and 80% marks to the University examination and in each practical paper 60% of the total marks are assigned to the continuous assessment and 40% marks to the University examination.
- (b) The minimum number of marks required to pass the examination shall be 35% in internal assessment as well as University Examination in each
- (c) When a candidate has failed or placed under "reappear" in the University examination but passes in the continuous assessment, the marks in the continuous assessment shall be carried for subsequent examinations.
- (d) If a candidate has failed or placed under "reappear" in the continuous assessment, but passes in the University examination, the marks in the University examination shall be carried for subsequent examination. In that case, the candidate will have to improve his/her score in continuous assessment by taking only a single test which will consist of 20% of total marks for theory papers and 60% for practical papers. Such candidate will have to inform the Head of the Department/Principal of the College in writing and in turn the test will be scheduled by the Department/College.

6. MINIMUM REQUIREMENTS TO CONTINUE THE PROGRAMME:

- (a) A candidate shall be allowed to join **Second Semester** provided that he/she has undergone a regular course of studies of first semester as provided under the regulations and fulfils the conditions as laid in the ordinance 5(a) and 5(b)
- (b) A candidate who fails in one or more papers, but not in all papers may be declared 're-appear' in those papers and may be permitted to 're-appear' in those papers at a subsequent examination within two chances.
- (c) If a candidate fails in all papers and has taken provisional admission to the next semester before the declaration of the result of the previous semester, his/her admission shall be cancelled immediately on declaration of the result of previous semester. He/She will have to clear the examination as a private candidate along with the regular students as and when the examination for the same is held by the University.

7. ELIGIBILITY FOR FIRST SEMESTER EXAMINATION:

The first semester examination shall be open to a student who satisfies 7(a) and 7(b) below:

- (a) Who has passed the Bachelor's degree in any discipline from a statutory University.
- (b) Satisfies the following requirements
 - i. who has been on the rolls of the Department/College throughout the Semester preceding the examination.

- ii. Every candidate will be required to attend 75% attendance of the delivered lectures in each paper.

Teaching/Seminars/Tutorial/Guided Library Reading Period of 1 hour's duration -1 attendance

Practical one period-may be of 2-3 Hours duration -1 attendance

- iii. In case of students, whose names are struck off on account of non-payment of fee, their periods, for the time they were not on the rolls, shall not be accounted for.
- iv. The *shortage in attendance* of lectures by the candidate will be condoned as per rules made by the University from time to time. However it will be compulsory for a candidate that he/she has attended at least 60% prescribed number of periods.
- v. has completed the prescribed course of instructions for the examination, but has not appeared or having appeared has failed and has been recommended by the Head of the Department, for admission to such examination as a late Department student without attending a fresh course of instructions (Theory and Practical) within a period of two year from the date of completion of the course.

8. ELIGIBILITY FOR SECOND SEMESTER EXAMINATION:

Semester II examination shall be open to a student who has passed the previous examination or fulfils the conditions provided in ordinance 6 and satisfies the requirements as provided in ordinance 7(b) i. and ii. above.

9. DECLARATION OF RESULTS:

Three weeks after the termination of examination or as soon thereafter as possible, the Registrar shall publish the result of the candidates. Each candidate shall receive a certificate indicating details of marks obtained in each examination. Successful candidates at the end of final examination shall receive a "**Post Graduate Diploma in Computer Applications**" stating the division according to ordinance 11.

10. GRACE MARKS:

The grace marks shall be allowed according to the ordinance relating to "Award of Grace Marks" as per University rules.

11. AWARD OF DIVISION AND DISTINCTION:

The successful candidates shall be classified on the basis of aggregate marks secured in Semester I and II taken together as under:

- (a) 75% or more in First division with Distinction.
- (b) 60% or more but less than 75% in the First division.
- (c) 50% or more but less than 60% in the Second division.
- (d) 40% or more but less than 50% in the Third division.

There will be no relative ranking system.