

OFFICE OF THE PRINCIPAL GOVT.DEGREE COLLEGE POONCH

No: - GDCP/11/_____

Date-01-2011



ORDER

Consequent upon the permission granted by the DOEACC Society vide No: DOEACC/CCC/E-Prov-9901353 dated 23-11-2010 to conduct **Certificate Course on Computer Concepts**, Mr. Mohd Shafiq, Assistant Professor, Department of Mathematics is hereby appointed as Co-ordinator for the said course with immediate effect. He is directed to conduct the courses and field the candidates strictly according to course calendar, schedule, guidelines and rules laid down by the DOEACC Society.

(Prof. G. L. Sharma)
Principal
Govt. Degree College
Poonch

Copy to:-

1. Officer- in -charge (CCC) DOEACC, New Delhi, for information.
2. Director DOEACC Centre Srinagar/Jammu for information.
3. Co-ordinator IQAC, for information.
4. Mr. Mohd Shafiq, Assistant Professor for immediate compliance.
5. Office File
6. Personal file

No: 9901353

Office of the
DOEACC CENTRE





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GOVT DEGREE COLLEGE POONCH

NOTICE

This is for the information of Public in general and Computer knowledge seekers in particular that Govt. Degree College, Poonch is permitted by DOEACC Society, New Delhi Vide No: DOEACC/CCC/E-Prov 9901353 Dated 23-011-2010 to conduct Basic Computer course (certificate course on computer concepts-CCC). The college is intending to start its 1st batch from of 1st February, 2011. As such applications are invited from the interested candidates as per the schedule given below. The selection shall be made purely on merit and first come first serve basis.

For admission form or any other query you can contact to Prof. Mohd Shafiq,(HOD Maths), Co-ordinator in the college or on Phone no: 9419610391

Qualification: 12th pass

Supply and receipt of application form: 15th of January, 2011.

Last date for receipt of form; 30th January 2011

**Prof. Mohd Shafiq
Course Co-ordinator
HOD Mathematics**

**Prof G.L.Sharma
Principal
Govt.Degree College
Poonch**

S.NO.....

No: 9901353

DOEACC CENTRE



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GOVT DEGREE COLLEGE POONCH



ADMISSION FORM FOR CCC

1. Name.....
2. Father/Husband's name.....
3. Date of birth.....
4. Weather BPL or not.....
5. Occupation of father/guardian.....
6. Father/guardian income Rs.....
7. Permanent address.....
.....
8. Address for correspondence.....
.....
9. Category (if any).....

10. Qualifications.....

Name of Examination	Marks obtained	Maximum Marks	Percentage

Declaration:

- 1 I declare that I will observe punctuality and discipline during the course in the college and shall abide by the rules and regulations laid down by DOEACC Society and College administration.
- 2 I solemnly declare the information given above is true and authentic.

Signature of the Student

DOCUMENTS TO BE ATTACHED WITH THE APPLIACION FORM

1. State subject
2. Date of birth
3. Category.
4. Qualification
5. BLP card
6. Two photos

DOEACC SOCIETY

An autonomous body of Department of Information Technology,
Ministry of Communication and Information Technology, Govt. of India

No:9901353

DOEACC CENTRE



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GOVT DEGREE COLLEGE POONCH



VISION

To see the society computer literate.

Mission
To provide quality computer education up to the expectations of needy ones.

ABOUT DOEACC

DOEACC is an autonomous body of the Department of Information Technology, Ministry of Communications & Information Technology, Government of India with Head Quarters at New Delhi. It is envisioned to bring the most updated global industry relevant computer education, within the reach of more and more in the areas of Information, Electronics and Communication Technology (IECT). Realizing the wide gap in the availability of quality computer professionals to meet India's ambitious leadership plans in software exports, the society has revolutionized computer knowledge dissemination, by offering its meticulously prepared curriculum through the non-formal sector. A fact that is perhaps best echoed by the whole-hearted support to the curriculum, by leading IT professionals and educationists. A unique feature of the curriculum, is horizontal entry to students from non-accredited institutes, so a student with a certain minimum level of computer knowledge need not start at the foundation 'O' level.

DOEACC Society is implementing a joint scheme of All India Council for Technical Education and Department of Information Technology (formerly Department of Electronics (DOE)), Government of India. The objective of the Scheme is to develop quality manpower in IT by utilizing the expertise available with the computer training institutes who are granted accreditation for conducting specified Levels of courses, subject to their meeting well-defined norms and criteria.

1. An IT Literacy course namely, Course on Computer Concepts (CCC) is offered by the Society all over the country .

2. The other level of courses are:

O Level	Equivalent to Foundation level course
A Level	Equivalent to Advanced Diploma in Computer Applications
B Level	Equivalent MCA Level
C Level	M. Tech Level

Apart from Authorized Institutes conducting accredited courses in the private/public sector the DOEACC Society has its own 10 Centres all over India at **Aurangabad, Aizawl, Calicut, Chandigarh, Gorakhpur, Tezpur/Guwahati, Imphal, Kolkata, Jammu/Srinagar & Kohima.** The above Centres are engaged in offering Long Term Courses and Short Term Courses in the area of IECT.

3. Bio-Informatics Courses are being launched at two levels designated as BI-O and BI-A levels. The courses have been designed to give impetus to students to be a member of a core team involved in the bio-informatics programming task. The students after qualifying these levels would be able to find the opportunities in the area of Bio-informatics in Drugs, Pharmaceuticals, Bio-fertilizers, Agriculture and energy sectors.

4. DOEACC Society has launched ITES (Call Centre) Agents Training courses for the benefit of the students of North East with the financial support from the Department of Development of North Eastern Region (DONER).

AIMS AND OBJECTIVES OF DOEACC

- Establish itself as an Institution of excellence for imparting education and training to generate quality manpower in the areas of Information, Electronics and Communications Technology (IECT).
- Facilitate education and training Institutions in the non-formal sector.
- Develop a mechanism for dynamic revision of course curricula and development of learning materials in the textbook, CD-ROM and web-based form.
- Establish a quality system for examination, evaluation and certification at the national and international level.
- Ensure a system of accreditation of courses and their monitoring at the institutes.
- Network with national educational institutes of excellence to share best practices.
- Undertake international collaboration programmes in emerging areas

to upgrade Education and Training.

- Promote Education and Training in Indian languages.
- Impart continuing education/refresher training/re-training and corporate training to engineering graduates, working professionals and others.
- Develop and implement new schemes of Courses in emerging areas as required by Industry and others.
- Undertake development projects and provide services in IT and related areas.
- Develop training programmes to promote self-employment and entrepreneurship.
- Develop and establish a system for web-based delivery of education and training.

ABOUT THE CENTRE

With the sincere and visionary efforts of Prof. G.L.Sharma, Principal of the college and determinations and dreams of Prof. Mohd Shafiq,HOD Mathematics DOEACC Society, New Delhi which is an autonomous body of Department of Information Technology, MCIT (Ministry of Communications and Information Technology), Government of India granted permission **vide No: DOEACC/CCC/E-Prov 9901353 Dated 23-011-2010** to start basic computer course known as certificate course on computer concepts(CCC).As DOEACC Centre, Govt. Degree College,Poonch is under the control and guidance of DOEACC Centre Srinagar/Jammu, all the correspondences are made with this Centre with an intimation to DOEACC Society ,New Delhi. The centre is aim at providing basic knowledge of computer Science to the learners of this backward and boarder area.

ABOUT THE COURSE

It is only about three decades since man started taking a serious note of the possibilities offers by computers.and within a short span of time computers have carved out a niche in the history of mankind and changed the entire gamut of human life at an overwhelming pace. This fascinating machine is gateway to a wonderful world of information.

As the present age is the age of information technology every person needs to have first hand knowledge of Computer. Be it business, academics defence strategy, budgeting, research, engineering, medicine or space exploration, computers have established themselves as an indispensable part. Computer plays an very important role in human lives.In Government Service, business, traveling, colleges, the university, at home etc. the knowledge of Computer has become as important as bread and butter in the life. In this arena of competition internet browsing has become the routine tool of operation for learners. For saving the time, e-governance, library automation, Railway/air reservation, entertainment, and other activities of life this field of knowledge is contributing a lot. As computer science is now being offered as a core subject to the students in almost every school and college and made mandatory part of many regular courses it is imperative for the parents to have basic concept on computer to give at least first hand knowledge to their children. Keeping in mind the importance of basic computer knowledge DOEACC Society ,Ministry of Communication and Information Technology, Govt. of India has started a certificate course on computer Concept This course on computer concept is designed to aim at imparting a basic knowledge of computer After completing the course the incumbent is able to use computer for basic purpose of preparing his personal/business letters, viewing information on the internet, sending mails, preparing lectures, helping wards in their studies, preparing presentation , playing games and what not. For further information you can click DOEACC website <http://www.doeacc.edu.in>.

DURATION OF THE COURSE: The course duration is normally 80 Hours as per detail mention below.

Theory: 25 Hrs

Tutorials: 5 Hrs

Practices: 50 Hrs.

But this course can also be offered as 10 days intensive course with 8-10 hours per day teaching- learning.

QUALIFICATION. No pre-requisite qualifications are required by candidates to undergo this course. An elementary knowledge of English is, however, expected of the candidates. However, this institute decides 12th as minimum qualification. But the college authorities reserve the right to give relaxation in qualification taking into account the response of the students.

AGE

No age bar.

FEE STRUCTURE

S.No	NATURE OF FEE	Amount (in Rs)
1	Course fee	1800.00
2	Examination fee without late fee	360.00
3	Examination fee with late fee	360+50=410.00

There will be relaxation of course fee amounting to Rs 300.00 belonging to BPL Category.

Note:

1. The college authorities reserves the right to re-structured the course fee any time once in a year keeping in view the amount required for smooth running of the course .
2. The examination fee will be increased/decreased by the DOEACC Society.

SYLLABUS FOR THE COURSE: The candidate can get the syllabus from the Course Co-ordinator or down load from the DOEACC Website <http://www.doeacc.edu.in>.

EXAMINATION

EXAMINATION FORM: The candidate has to collect examination form from co-ordinator or download from the website and submit the same dully filled in along with examination fee to the Centre as and when desired.

MODE OF EXAMINATION: The is only one examination which is theory paper followed by practical and Viva if desired by DOEACC.

EXAMINATION RESULT: Most probably the result will be declared within one month but the desired information can be received from the DOEACC Centre of the college. The result is also made available on the DOEACC Website.

MINIMUM SECORE REQUIRED: 50% marks are minimum score required.

GRADING OF EXAMINATION: The examination result is represented as grades. The legend of grades is D: 50%-54%,C:55%-64%,B:65%-74%,A:75%-84%,85%-and over F:Fail.

SCHEDULE OF THE EXAMINATION: The Examination is conducted thrice in a year as per the schedule mentioned below.

Activity	February Examination	June Examination	October Examination
Commencement date for receipt of filled in forms	Preceding 1 st October	Preceding 1 st February	Preceding 1 st June
Last date for receipt of requests for exams forms	Preceding 31 st December	Preceding 30 th April	Preceding 31 st
Last date for submission of filled in forms without late fee	-Do-	-Do-	-Do-
Last date for submission of filled in forms with late fee	Preceding 10 th January	Preceding 10 th May	Preceding 10 th September
Date of commencement of Exams	4 th Saturday of February	4 th Saturday of June	4 th Saturday of October

However. This schedule can be changed duo to some unavoidable circumstances and the information regarding examinations can be had from the DOEACC Centre, Govt. Degree College. Poonch

RULES AND REGULATIONS: All the rules and regulation laid down by Centre/State Government for the purpose and implemented by the DOEACC Society NEW Delhi, DOEACC state centre, Srinagar/Jammu and college authorities are also applicable for this centre also and the students are bound to abide by these rules.

Contact us

Co-ordinator

Prof.Mohd Shafiq

HOD Mathematics

M: 9419610391

Chief Co-ordinator

Prof G.L.Sharma

Principal

M:9419620697

Rs: 25

No:9901353

DOEACC CENTRE

GOVT. DEGREE COLLEGE POONCH (J&K)



PROSPECTUS-CUM-ADMISSION FORM FOR THE YEAR 2011

Co-ordinator

Prof. Mohd Shafiq

HOD Mathematics

M: 9419610391

Chief Co-ordinator

Prof G.L.Sharma

Principal

M:9419620697