TCIL-IT EDUCATION AND TRAINING

Managed by : Intelligent Communication Sytems India Ltd.(**ICSIL**)
DSIIDC Admn Bldg, OKhla Ind Area, Phase-III, New Delhi 110 020.
Coordination Office: 3rd Floor, Raman Centre, Valanjambalam, Cochin-16

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EXAMINATION SYSTEM

An Online Examination system has been developed for all TCIL-IT Courses with any duration. Examination will be conducted by Online after each duration and end of the part/Sem for the courses as per the monthly Exam Time Table issued.

Online examination is available for short Term on every **2nd Saturdays** of the month and again Short Term and Diplomas & above will be **scheduled 5 days in end of every month**. Mudular Exam must be conducted by centre at the end each Module and keep the marks recorded. Modular Marks in 30 is the average of Modular Tests and Internal marks. Final Practical Exam for 100 must be conducted by the centre and keep the marks recorded. The modular marks in 30 and practical marks in 100 required for submitting online Exam form with Online Theory marks in 70. as soon as the Project and Viva-Voce would be conducted by the centre periodically and inform the marks to the Exam Controller.

For All Exams request as per the format of MS ECXEL must be send by email. Complete details must be provided.

Exam must be requested for Registered and the Fee royalty completly paid and stated to TCIL-IT.

Duration of Theory Online Examination is 45 Minutes.

TCIL-IT Coordinator- Education & Training reserves the right to inspect the centre any time during the examination.

Centres must maintain all details of the examinations including, question papers, answer sheets, attendance, Counter foils of Hall Ticket applications etc., and produce it for inspection if asked for. Also maintain the Exam records in the Master Books.

GUIDELINES FOR CONDUCTING EXAMINATIONS.

Following policy guidelines will govern the examination system of various courses conducted by TCIL-IT Centres. The entire process of the examination is to be carried out with utmost secrecy. Concerned persons with examination system found indulging in unfair practice like leaking question papers, helping etc., would be seriously viewed.

1. MODULAR EXAMINATION

Respective centres shall conduct Modular Examination at the end of each module which will have duration of 1 hour Theory and 1 hour Practical comprise of 10 marks. Modular Mark in 30 i.e 10 Marks for Modular Theory, 10 Marks for Module Practical and 10 Marks for attendance and behavior (Internal).

These Examinations are conducted for improvement of the quality of our Education procedure to help students to understand the subject better.

2. *FINAL EXAMINATION*

All TCIL-IT Students must appear for Final Online Examination at the end of each course duration for certification. 40% of each subjects required to Pass the Exam and 50% Aggregate required for Certification. Make sure student score more marks in Practical & Modular.

a)   FOR SHORT TERM (NON DIPLOMA COURSES)

For All Short Term Courses Exam request as per the format in MS EXCEL must be send by email 5-10 days in advance from the proposed date of examination with Exam Fee. If all the payment correct in our part, will issue the Exam Reg. No and password for Exam.

The Centres will maintain strict attendance records for all students. For final exam, theory Marks in 70, Module marks in 30 and Practical in 100 total in 200. The Modular marks of the participants will be judged on the basis of the modular examinations, attendance and behavior.

Example

Exam		Practical	Total	%
Theory 70	Module 30	100	200	
38	22	66	126	63

b)   FOR DIPLOMA COURSES AND ABOVE

All Diploma & Above Courses, get the Hall Ticket filled by Candidates and Once you receive the Hall Ticket Nos from Coordinator, you will have to write on it. Issue the Hall Tickets for Candidates and must ask them to bring for the Exam, without the Hall Ticket, Do not allow the candidate to attend the Exam. Counter Foil of the Hall Ticket must be filed with Exam Attendance. Exam request as per the format in MS EXCEL must be send by email 5-10 days in advance from the proposed date of examination with Exam Fee. If all the payment of Royalty to TCIL-IT correct in our part, will issue the Hall Ticket Nos and password for Exam. For final exam, theory Marks in 70, Module marks in 30 and Practical for each Paper in 100 total in 400 per Sem. Modular and Practical/Project Marks as per the prescribed format must be ready before the Theory Online Exam and all marks details must be recorded on the Master Book accordingly after publishing the official result. Mark List will be issued only alongwith Certificates.

Example: Diploma

Paper I			Paper II			Total Marks	
Theory 70	Module 30	Pra/Pro 100	Theory 70	Module 30	Pra/Pro 100	Marks 400	%
40	20	68	36	24	72	260	65

Example: Advanced Diploma

SEM	Paper I			Paper II			Marks		Total Marks	
	Theory 70	Module 30	Pra/Pro 100	Theory 70	Module 30	Pra/Pro 100	Marks 400	%	800	%
I	40	20	68	36	24	72	260	65	540	67.5
II	44	23	69	39	27	78	280	70		

c)   PROJECTS

Diploma students (6 months or above) are also required to submit a project report at the end of the course, which will carry 50 Marks. (50Marks for Project and 50 Marks for Practical, which will have to club together in 100 for Prac/Proj) Evaluation of projects and practical

will be done by the respective centres only. The marks of the same must be recorded and Centres must maintain all project reports (project report must be hard binded, Project Certificate must be issued before binding but sign the certificate after the presentation only)of the students and may be produced for inspection if asked for.

d)   **RE-EXAMINATION**

Students who are not appeared for the examination on the scheduled date and Students who fails to secure minimum marks (40% mark is the Pass Mark) will be allowed to reappear. Re-Examination Fee must be paid.

e)   **DISTRIBUTION OF MARKS**

The minimum marks required to qualify in any examination will be 40% of the maximum marks to Pass and 50% required for Certification. Make sure the student score more % in Modular and Practical/Projects. (See the following Example.) If the student is not getting 68 and above in Practical , give many practical chances to make improve the practical marks and make the student familiar with the particular subject to work with.

f)   **CERTIFICATION.**

Certificates to the successful students will be issued by TCIL-IT, New Delhi. (1). Certificates to be requested as per the format provided submitted along with **(2). Mark Annexure**(as per the format), (3). 1 Photograph (Write Name and Centre Rgn. Nos on back) sized to fit in the place provided on certificate (Do not Staple the Photos, Insert the photos into separate envelop and staple with request), (4). Attested copies of academic certificates (Insist certificates or Provisional certificate of Degree holders for Post Graduate Couses) and (5). Copies of proof in case of any discounts availed (If the proof not submitted, balance fee royalty to be paid for certification). Send the items   to Coordinator, TCIL-IT, Ernakulam. CERTIFICATES MUST NOT BE REQUESTED FOR THE STUDENT'S WHOSE FEE ROYALTY NOT PAID AND STATED TO TCIL-IT AND THE STUDENTS DOES NOT HAVE 50% OF TOTAL MARKS AGGREGATE.

CERTIFICATE REQUEST MUST BE MADE CLEARLY IN CAPITAL LETTER, COURSE ON FULL NAME AND SHORT NAME ON BRACKET, SO THAT MISTAKES CAN BE AVOIDED.

g)   **GRADING PATTERN**

50%-59	B	Fair
60%-69	B +	Good
70%-79	A	Very Good
80% & above	A +	Excellent

h)   **GENERAL GUIDELINES.**

Please ensure that the motto of TCIL-IT is quality and unique Education. Hence all centres should ensure that students passing out from any of the TCIL-IT centres are outstanding students. they must be aware of their subjects.

The faculty involved in training and project guide must be well qualified and experienced in particular field.

Teaching methodology used by the centre must be excellent.

Group discussions, Seminars, Quizzes, Mock interviews, Personality Training etc. should be a part of our teaching methodology.

TCIL-IT has the right to amend the rules time to time.

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> To be issued the following certificate in the centre's letter head and sign only after presented and submitted in hard binding. Insist the projects in Hard Binding

CERTIFICATE

Certified that this is a bonafide record of the project work in " **Visual Basic**" STUDENT INFORMATION SYSTEM done by **DCST** Student **Ms. SREEVIDHYA V. PAI** during the year 2007 in fulfillment of her course at **TCIL-IT Computer Education and Training Centre, ERNAKULAM.**

Project Guide   *Director*