

**MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION (MSCTE) APPROVAL PROCESS FOR
AFFILIATION OF COMPUTER INSTITUTIONS**

Computer Institutions desirous of conducting Mizoram State Council for Technical Education Recognized Course of Diploma in Computer Application (DCA) are required to comply with the following guidelines:

1. Requirement for Grant of Affiliation:

- a) Computer Institutions conducting MSCTE Approved Diploma in Computer Application course should be affiliated to the Mizoram State Council for Technical Education.
- b) Affiliation shall be granted strictly on the outcome of the inspection by the Inspection Team to ensure that the conditions/criteria prescribed herein are fulfilled by the Institute.
- c) Affiliation is provisional and is for a period of 1(one) year only from the date of issue of notification.

2. Eligibility for Application:

- a) The Application Form for seeking Affiliation for conducting MSCTE Approved Diploma in Computer Application course can be submitted by
 - i) A Society registered under the Mizoram Societies Registration Act 2005 as amended from time to time through the Chairman or Secretary of society or
 - ii) An Institution registered under the Mizoram Shops and Establishment Act 2010 as amended from time to time through the Principal/Director of the Institution or
 - iii) An institution registered under the Aizawl Municipal Council Licensing Regulations, 2012
- b) The applicants shall submit their application on or before the last date prescribed for receipt of application.

3. Submission of Application:

- a) The application in the prescribed format along with the enclosures can be submitted at the Office of Joint Director (Tech), Technical Wing, Higher & Technical Education, Mizoram along with the application fee.
- b) Application form submitted without the Application fee shall not be considered.

4. Evaluation of Application:

- a) The Applications shall be evaluated by the Academic Board and only those applications that are found to be in order in all respects shall be taken up for inspection.
- b) The Chairman of the Academic Board shall constitute the Inspection Team for inspection of the institutes.

5. Inspection Fee:

- a) The institutes selected for inspection shall deposit the prescribed Inspection Fee before the inspection. The institutes located outside Aizawl town and in other Districts shall have to remit travelling fee which shall be charged as per the journey undertaken.
- b) The Inspection Fee can be submitted at the Office of Joint Director (Tech), Technical Wing, Higher & Technical Education, Mizoram.

6. Inspection Team Visit:

- a) The Inspection Team shall visit the premises of the Institutions to verify and assess the facilities and infrastructure against the requirements prescribed herein. The Inspection Team visit shall be conducted as per the schedule declared by the Academic Board.
- b) The applicant institutions/Society/Trust shall be required to make available all the original documents/necessary information to visiting Inspection Team.

- c) The Inspection Team shall submit the Inspection Report immediately after the visit to the Chairman of the Academic Board.

7. Evaluation by the Academic Board:

- a) The Inspection Report will be made available to the meeting of the Academic Board, which will consider the report along with the recommendations of the Inspection Team. Thereafter letter of approval shall be issued to the institutes recommended by the Academic Board.
- b) The institutes not recommended for affiliation will be allowed to apply/seek Extension of Affiliation application only when new applications are invited by the MSCTE or as per the recommendations of the Academic Board.

8. Affiliation Fee:

- a) The institutes recommended for affiliation by the Academic Board shall deposit the prescribed Affiliation Fee immediately on issuance of letter of approval.
- b) The Affiliation Fee can be submitted at the Office of Joint Director (Tech), Technical Wing, Higher & Technical Education, Mizoram.

9. Requirement for Infrastructure:

- a) **Building:** Institution should own the building or in the event of the building being rented/leased, it should be on a long term basis of at least 2(two) years.
- b) **Space:** Institution must have the following infrastructure:
 - i) Computer laboratory to accommodate at least 10 students with one computer for each student i.e minimum of 10 computers.
 - ii) Library/Book rack
 - iii) Reception area
 - iv) Drinking water facility
 - v) Washroom facilities
- c) **Equipments & Records:**
 - i) The institute shall maintain a proper record of all important documents, files and records.
 - ii) The institute shall have its own hardware and software at site as per the specifications given in the syllabus of respective course. The institute should maintain a list of all the hardware and software owned by them and their specification.
 - iii) The institute must have adequate computer laboratory with systems that can run the softwares that are prescribed in the syllabus. All computers must be networked and provided with internet/broadband connection.
 - iii) The minimum number of computer system required is 10 (ten). Each student should be deputed by the Institute on a single terminal or PC.
 - iv) The institute shall have a whiteboard/blackboard in the classroom/laboratory of size not smaller than 3 ft x 4 ft.
 - v) The institute may have teaching aids such as overhead projector/smart board.
 - vi) The institute must have internet connection accessible to their students.
 - vii) Computer laboratory must have a printer and/or a scanner and proper power backup facility.
 - viii) The institute must have a fire extinguisher.
 - ix) The institute shall maintain proper records of their faculty identified with qualification and experience, laboratory equipments, furniture, students, examination results, placements of their students, monetary transactions and list of books and magazines.
 - x) The institute shall own/possess the above equipments at all times. Any institution found to not having the required equipments during routine inspection by the authority appointed by the Mizoram State Council for Technical Education from time to time will be subjected to review of their affiliation status by the authority.

10. Requirement for Faculty & Staff:

- a) The institution should have at least two fulltime teaching faculty and supporting staff for theory and practical classes.
- b) The ratio of full time to part time faculty should not be more than 1:2, i.e for every one fulltime faculty, the Institute is permitted to engage two part time faculty.
- c) The teaching faculty should have the desirable qualifications and experience as stated below:

Course	Minimum Faculty Qualification
DCA Semester-I	DCA of at least 1 year duration recognized by Govt. of Mizoram or NIELIT 'O' Level, COPA(ITI) or equivalent
DCA Semester-II	BCA or B.Sc (Computer) or Any Graduate with DCA or PGDCA of minimum 1 year duration recognized by Govt. of Mizoram or 3 years Diploma in Computer Sc. & Engineering or equivalent recognized by AICTE/UGC

11. Requirement for Library & Learning Resources:

- a) The library should be equipped with requisite number of books and subscription to periodicals/magazines of standard quality pertaining to the course(s) being conducted.
- b) The library should also have copies of the course syllabus and course materials.

12. Rules and Regulations:

Institution permitted to conduct the course(s) is obliged to the following rules and regulations:-

- a) The institution should not knowingly, advertise that which is liable to project a false impression of competence of the institution.
- b) The institution should not overstate the contents of the course fee for which approval has been granted, to gain unfair advantage.
- c) The institution should not guarantee benefits to student that is actually false or not feasible.
- d) The institution should not project price terms that are false, or misleading, to gain advantage over competition.
- e) The institution should not criticize action of Government/Professional bodies of experts, without proper investigation.
- f) The institution shall follow the Academic Calendar as per approved by the Mizoram State Council for Technical Education.
- g) The institution found to be indulging in any kind stated above may be considered unfit for conducting Govt. recognized course(s) and the affiliation shall be revoked by the competent authority.

13. Students Enrollment & Registration:

Students will be enrolled to the affiliated institutes during the months of January and July of each year. There will be no lower qualification and age limit for admission to DCA Semester-I course. For enrolment to the course of DCA Semester-II however, a student must have completed and certified with DCA Semester-I course. Intake capacity of the institution per batch shall be decided by the Inspection Team appointed by Mizoram State Council for Technical Education.

Institute(s) whose Affiliation is withdrawn or revoked shall not be permitted to have their students register for the DCA examination conducted by the Mizoram State Council for Technical Education.

14. Fee Structure:

The fee structure and rates to be collected from the students by the Affiliated Institution and fees payable by the Institution to the Mizoram State Council for Technical Education including the Inspection fee and Affiliation fee shall be notified by the Academic Board from time to time. Only the fees notified by the Academic Board shall be charged from the students.

15. Examination:

- a) Examination will be conducted and certified by the Mizoram State Council for Technical Education.
- b) The examination for DCA Semester I and Semester II will be conducted twice in a year and will be held during the months of December/January and June/July. Time table for examination will be notified by MSCTE during November/December and May/June respectively.
- c) Mark distribution - For DCA Semester-I, in general each subject will carry 100 marks out of which 50 marks will be theory and 50 marks will be practical. For DCA Semester-II, in general each subject will carry 200 marks out of which 100 marks will be theory and 100 marks will be practical.

16. Syllabus:

All affiliated computer institutes shall follow the curriculum/syllabus prescribed by the Academic Board. The details of the curriculum/syllabus and examination scheme for DCA Semester I and Semester II shall be approved by the Academic Board and shall be notified from time to time.

18. Grant of Extension of Affiliation:

- a) Affiliated Computer Institutes shall be affiliated provisionally for 1(one) year initially and thereafter Extension of Affiliation shall be granted based on performance and inspection outcome. The period of Extension of Affiliation shall be subject to the performance of the institutes in the Inspection.
- b) Affiliated Institutes seeking Extension of Affiliation should submit their Application Form along with the requisite Application Fee, at least 1(one) month before the expiry of their Affiliation.
- c) Inspection Fee and Affiliation Fee shall be charged as prescribed.

19. Withdrawal of Affiliation:

- a) Institutes recommended for Withdrawal of Affiliation shall be allowed to apply/seek for Extension only when new applications are invited by MSCTE or as per the recommendations of the Academic Board.
- b) All affiliated computer institutes shall notify and obtain prior approval of the Academic Board for all matters relating to:
 - i) Closure of the institute
 - ii) Closure of the course i.e DCA Semester-I(CCA) and/or DCA Semester-II
 - iii) Change of the name of the institute
 - iv) Change of the site/location of the institute
 - v) Change of ownership of the instituteInstitutions not obtaining prior approval of the Academic Board may be penalized with severe action.

20. Approval of Extension Centre/Branch of Affiliated Computer Institutes:

All affiliated computer institutes desirous of opening Extension Centre/Branch has to formally apply to the Council for approval as per the given application form and the Extension Centre/Branch shall be subjected to all the Rules prescribed herein.