



MADRAS CHRISTIAN COLLEGE (Autonomous)

UGC - College with Potential for Excellence

School of Continuing Education



2020 – 2021

Serving Humanity since 1837

From the Principals Desk

Warm greetings from Madras Christian College

It's my pleasure in greeting everyone, following the assumption of the role of Principal & Secretary of Madras Christian College from 1st of June 2020.



Madras Christian College has been recognized among the top liberal arts and science colleges in India from its inception.

The legacy inherited from our forefathers does play a vital role in keeping the past glory intact. However, it is high time that we recognize to add value to the past glory and keep it vibrating. One thing that we are proud of mcc is about its culture. Theologically “culture” is a term that includes one’s faith. How do we identify ourselves with the culture of Madras Christian College? I perceive that the culture of mcc is in line with that constituted by Christ and anyone who subscribes to this faith naturally gets grafted to the culture of this college. Dr. Boyd in his words describe that the founder of Madras Christian College is Jesus Christ. God demonstrates this organic union in Jesus Christ by grafting gentiles who were counted as “the branches of the wild olive tree” and deemed as “uncircumcised heathens” into the family of god (Ephesians 2:11-13). This perception would impel us and liberate us from constricted mindset and subsequently leading to a wider understanding of what god wants us as a community to accomplish in the present dispensation. God called Cornelius who was not a part of Jewish Christianity into his fold by his sovereign plan and peter had to abide by his revelation that was transformative and trendsetting in its essence.

Unlike earlier dispensations, Madras Christian College is now facing relatively a challenging task ahead of its trajectory with regard to socio-political developments. This solicits a need to contextualize its practices and realigning its popularly held views in line with the mission of the college and ensuing challenges. I appeal to the community together to unite for a common cause of mission of the college amidst holding varied opinions and apprehensions. The unity that I advocate is not a uniformity of opinions but a unity amidst diverse opinions.

Accepting this truth and keeping in mind the institutional development, let us come together for hailing his name through academic excellence, spiritual vitality and social relevance.

Dr. P. Wilson
Principal & Secretary



MADRAS CHRISTIAN COLLEGE

SCHOOL OF CONTINUING EDUCATION

Tambaram, Chennai - 600 059

THE COLLEGE

Madras Christian College traces its origin to a School started by Rev. John Anderson in 1837 at George Town, Madras (Chennai). It continues to be actively involved in Nation building by imparting sound learning, building character, and spreading spiritual truth and knowledge of God. Trans – located a century later in the midst of an awe inspiring 320 acres stretch of the primeval Tropical Dry Evergreen Forest of the Selaiyur – Vandalur range at Tambaram, the college campus at present has the rare distinction of being transformed into a miniature wild life sanctuary. Besides, there are six residential Halls, three exclusively for girl students, all planned and built on the model of Oxford and Cambridge Universities. In the campus are several residential family quarters for members of the Faculty and Office staff, a wide range of play fields with an imposing pavilion, an indoor Sports Stadium, a highly organized college farm etc., With the ever-abiding good will of generations of Alumni and Alumnae, spread all over the world, the College enjoys a unique atmosphere, saturated with both academic and cultural heritage and cosmopolitan in character. Through personal integrity, deep commitment and vision on the part of the Faculty, the College continues to be the Citadel of Higher Education in South Asia and enjoys the privilege of being accredited as one among the very few top-ranking educational institutions in our country. In the year 1978, in recognition of the meritorious service rendered by the College in Nation building for over 140 years, the University Grants Commission and University of Madras accorded academic autonomy to the College. The College has completed **182** years of meritorious service to the Nation and enjoys the rank of '**A**', as one among the very few Universities and Colleges of our country assessed and accredited by the National Assessment and Accreditation Commission.

On being granted autonomy the College launched the Department of Continuing Education in 1983. With Dr. R. Rajkumar as its dynamic first Director, the Department emerged as the autonomous **M.C.C. School of Continuing Education (MCCSCE)** of the College. The College being permitted under autonomy to offer Certificate, Diploma and PG Diploma Courses has developed several Job and Career Oriented and Skill-Development Courses. Diplomas and Certificates are issued under the seal of the College.

The MCCSCE also provides students of the mainstream of the College the opportunity to take advantage of the courses offered on part-time basis, either in the forenoon or afternoon sessions and/or on Week-ends (Saturdays). Thus, a student of the graduate or postgraduate course of the mainstream who has the entire forenoon or afternoon free from class work, will have the option to choose any of the morning or evening or Week-end (Saturday) courses and earn one or two Diplomas, in addition to the Degree which will help in getting employment on completion of the regular course in the college.

OBJECTIVES

1. To invest human resource in Nation building. This is achieved by providing the appropriate academic and application-based inputs in order to exploit the inbuilt resources of the individual.
2. To permit the maximum exposure to the students for innovative ideas, provided by the experts in each area of specialization.
3. To inculcate in the students the spirit of self-reliance and communicative skills.
4. To provide every opportunity to students to appreciate the dignity of labor and to move from the periphery to the core in human society.
5. To train the apparently handicapped youth in the process of knowledge and technology transfer.

The courses of the MCC School of Continuing Education are aimed at imparting knowledge and skills which help in getting jobs and enable Self-Employment and Self-Improvement.

DURATION OF THE COURSES

The Diploma and PG Diploma Courses are usually of 1-year duration (two semesters), except the Diploma Course in Montessori and Primary School Teaching which is of 6 months duration. Certificate Courses vary from 1 month to 6 months duration. The classes are held between 9 a.m. and 1 pm for the morning session and 2 p.m. and 6 p.m. in the afternoon session. Classes are also held on Saturdays. There could be some special courses scheduled apart from these timings and during weekends.

New Courses

1. Diploma/Internship in Hotel Operations and Food Safety Management (In affiliation with ELIM enterprises - Department of Learning & FSM Audit)

This is a comprehensive one-year (two semester) course in Hotel Operations and Management. The course introduces the student to the Hotel industry on a broad spectrum. It traces the growth of the Hotel industry and deals with the operational aspects and the management verticals of the industry. Key areas such as revenue management, maintenance, reservation, finance and accounts, food and beverage, stewarding and other aspects that are an integral part of the functioning of a hotel will be learnt by the student.

Duration : One Year (Two Semester)
Course Fee : Rs. 15000/- for the first semester /Rs. 3000/-
Eligibility : 10/12th Pass, UG/PG any degree

2. Diploma/Internship in Shipping Logistics (In affiliation with Zeal Shipping Agency)

Shipping is a trade that involves transfer of cargo by sea between traders and across nations. Logistics deals with the operation of shipping cargo from the port of embarkation to the port of disembarkation. Tasks such as booking, buying, forwarding, stocking and distribution form an integral part of the supply chain that constitutes logistics. Shipping is vital and influences trends in foreign exchange markets and international relations. This course will familiarize students with laws that govern the import and export of goods and the functioning of ports. It also offers unlimited job opportunities in the area where there is a great demand for trained hands.

Duration : Diploma 6 months / Internship 30 days
Course Fee : Diploma Rs. 15000/- / Internship Rs. 3000/-
Eligibility : 12th Pass

3. Diploma/Internship in the Elements of Archaeology (In affiliation with Sharma Centre for Heritage Education, Sholinganallur, Chennai)

Elements of Archaeology is a lecture cum practical course that introduces students to key concepts and practical approaches in archaeology, highlighting their applications in interpreting the human past. The definition, aims and scope of Archaeology and its development as a discipline is introduced to the students. The nature of Archaeological records and the unique role of science in Archaeology are explained. The course also provides an understanding of the cultural development and diversity from human origins to the development of civilizations. Legislations related to Archaeology and the role of Archaeology in heritage management is also discussed in this course.

Duration : Diploma 6 months / Internship 30 days
Course Fee : Diploma Rs. 6000/-, Internship Rs. 2500/-
Eligibility : 12th Pass

4. Internship on the Historical Monuments of Chennai and Pondicherry

This internship introduces the student to the rich architectural heritage of the cities of Chennai and Pondicherry. The program highlights the ancient monuments, medieval architecture, style and building methods that were introduced by the British and the French in these cities. This internship aims to bring about awareness in the minds of the learner of the great architectural traditions that evolved in these cities.

Duration : 30 days
Course Fee : Rs. 3000/-
Eligibility : 12th Pass

5. Diploma/Internship in Counseling Skills

This is a six-month diploma program that targets students, teachers, human resource personnel and professionals in people-oriented disciplines. The objectives of this program are to orient participants to wellness and prevention as desired counseling goals. The participants will develop a deep understanding of personal qualities, values and levels of competency for effective application of counseling skills. Students who aspire to become counselors in different capacities will benefit from this course.

Duration : 6 months
Course Fee : Rs. 8000/3000
Eligibility : 12th Pass

6. Cheminformatics

Cheminformatics is the use of computational and informational techniques to understand problems of chemistry and biology. This field focuses mainly on storing, indexing, searching, retrieving, and applying information about chemical compounds. Cheminformatics strategies are very helpful in handling and screening large set of molecules using computers.

The Objectives include the understanding of various cheminformatics tools used in molecular modelling, the understanding of the drug discovery process, the showcasing of the role of computational chemistry in drug designing, the prediction of drug-likeness properties of various molecules. With hands-on training in softwares used in Cheminformatics, students will be helped to understand the strategies involved in the process of drug discovery, and also in the design of new molecules while visualizing their molecular properties and in the investigation of the action of drugs. The course has been initiated by the Department of Chemistry, MCC and includes Faculty drawn from the department and outside Specialists.

Duration : 3 MONTHS
Eligibility : BSc Chemistry students of 1st,2nd & 3rd years or those who have completed BSc (Chemistry)
Course Fee : Rs. 4000/- per semester

7. Internship in Molecular Biology

Molecular Biology is a broad area of study which opens up the realm of biology at its very roots. This field provides a comprehensive platform for imbibing the qualities of conducting research, organizing data and bringing about scientific breakthroughs impacting almost all areas of biological science. This internship program will cover basic aspects of research and also enable candidates to acquaint themselves with the tools and fundamental principles of Molecular Biology. Some career options that candidates can choose are 1) pursue a Ph.D. program in any area of Biological science which requires expertise in molecular biology, 2) a career as Application Scientist, 3) Research Associate, 4) Molecular Biology lab in-charge and various other options.

Duration : 10 days
Course Fee : Rs. 3000/-
Eligibility : UG/PG

POST GRADUATE DIPLOMA COURSES

8. Post Graduate Diploma in Human Resource Management (PGDHRM)

In Modern Management Human Resource Management has emerged as the backbone of any organization. Hiring and Retaining best talents have become a global challenge. Every day, new concepts and techniques of Human Resource Management are making the HRD people's job more challenging as well as more creative. Modern HR trends are based on various concepts like performance appraisal, training and development, outsourcing, counseling, cross-cultural understanding, employee welfare policies, to list a few.

Keeping these in view the MCC School of Continuing Education offers the Post Graduate Diploma in Human Resource Management which aims at providing efficient and effective Human Resource to meet the present and future demands of Industry. The course is designed in such a way that the student will get wide exposure to practical and modern aspects of HRM.

The subjects offered include: - Management Concepts, Social Process & Behavioural Issues, Human Resource Management, Labor Laws and IR, Research Methodology, Mini Project, Training and Development, Human Resource Development, Business Ethics and Corporate Social Responsibility (CSR), Contemporary Perspectives in HR, Human Resource Information System, Final Project & Viva - Voce.

Duration : One year (Two Semesters)
Eligibility : Graduates from any recognized University
Course Fee : Rs. 10000/- per semester

9. Post Graduate Diploma in Computer Applications (PGDCA)

The course content includes: - Computer Languages such as C, C++, JAVA, Packages such as MS Office-Web Design, Oracle-VB, TALLY, MS Dos-Windows as Operating System - System Analysis & Data Processing. The students are also introduced to Digital Electronics & Elements of Computer Hardware. At the end of the second semester, the students are required to submit a project report. Many past students are working in reputed software companies.

Duration	:	One year (Two Semesters)
Eligibility	:	Graduates from any recognized University
Course Fee	:	Rs. 7500/- per semester

10. Post Graduate Diploma in Medical Laboratory Technology (PGDMLT)

Today Medical Laboratories are playing a vital role in the field of Human Health, Medical Research and Medical Treatment. The PGDMLT course has been designed to impart training to science graduates in the field of Medical Laboratory Technology. Recent developments viz., Laboratory Informatics and Quality Control have also been included in the course content.

The syllabus covers both theory and practical aspects involved in all divisions of clinical laboratory technology including histological techniques. This includes Human Anatomy; Histology and Physiology; Language of Medicine; Medical Instrumentation; Hematology; Immunology; Pathology; Parasitology; Microbiology; Transudates and Exudates; Clinical Biochemistry; Clinical Ethics etc. Practical training includes live training for a period of time in Hospitals / Medical Instrumentation centers and a Project Report at the end of the second semester. Job placements can be had in Hospitals & Clinical Labs. The candidate could start his/her own Clinical Lab.

Duration	:	One year (Two Semesters)
Eligibility	:	Graduates in Biological Science
Course Fee	:	Rs. 10000/- per semester

A special fee of Rs.1000/- will be collected along with the first semester fees.

11. Post Graduate Diploma in Journalism & Mass Communication (PGDJMC)

This course provides an excellent opportunity to graduates to receive intensive training in Journalism and Mass Communication through judicious exposure to various subjects such as the Constitution, Politics, Philosophy, Sociology, Arts and Crafts of Newspaper and Magazine Journalism; Feature Writing and Language Skills; Mass Media and Society; Advertising and Public Relations; Broadcast Journalism; Reporting, Editing, Radio and Television Production; Investigative, Scientific, Business & Sports Journalism; Workshops on Photography, Videography, Film Appreciation; Cultural and other contemporary trends in Journalism; Media Analysis & Research

Methodology; Indian Society and Development Communication; Internship Training in Newspaper and Media Institutions and a Project at the end of the second semester.

Many past students are working in reputed newspapers and other media.

- Duration** : One year (Two Semesters)
Eligibility : Graduates from recognized Universities
Course Fee : Rs. 10000/- per semester

DIPLOMA COURSES

12. Diploma in Human Resource Management (DHRM)

An unfathomable natural resource that continually invites exploitation is the Human Resource constituting the nerve center of every organization which is engaged in serving the society: concepts, conviction, ethics, values etc. are consistently subjected to revision in a dynamic society, warranting special measures of drawing liberally from the wealth of Human Resource that includes ability in decision making, technical skills, competence in managing assets, knowledge dissemination, integrity, commitment and resourcefulness in managing crises.

This one-year morning / evening course is offered in two semesters and the course content includes:
- Concepts in Human Resource Management; Business Management; Organizational Behavior; Business Communication; Industrial Relations and Labor Law.

- Duration** : One year (Two semesters)
Eligibility : 12th Pass, those undergoing graduation
Course Fee : Rs. 6500/- per semester.

13. Diploma in Medical Laboratory Technology (DMLT)

This one-year course provides every opportunity to those who desire to have training in Clinical Laboratory Technology. It seeks to fill the prevailing lacuna, to the extent possible, so that the rural masses will have the opportunity of receiving the services of such suitably qualified medical laboratory technicians.

This course is administered by specialists in various related fields (Biochemistry; Human Anatomy; Physiology; Histology; Parasitology; Microbiology; Clinical Ethics and Clinical Laboratory administration). The Course content includes principles & practice of Laboratory Organization & Maintenance; Urine Analysis; Hematology & Blood Banking and basics of Medical Microbiology; Clinical Biochemistry; Parasitology; Immunology; Histopathology; General Medicine; Cytology; Human Anatomy & Physiology, Communication Skills, Life Coping Skills etc.

Job placements can be had in Hospitals & Clinical Labs. The candidate could start his/her own Clinical Lab.

Duration : One year (Two Semesters)
Eligibility : 12th Pass
Course Fee : Rs. 9000/- per semester.

14. Diploma in Computer Applications (DCA)

This two-semester course is specially designed to train the students to handle independently various categories of computers and programming. The course content comprises of Computer Programming in C, C++ and JAVA; Packages such as Oracle-VB, MS Office-Web Designing and Tally with MS Dos and Windows as operating systems.

Apart from regular lectures, practical on computer systems are held.

Duration : One year (Two Semesters)
Eligibility : 12th Pass
Course Fee : Rs. 6500/- per semester

15. Diploma in Journalism and Mass Communication (DJMC)

This course is aimed at providing an understanding and experience of different aspects of Journalism and Mass Communication.

The students are exposed to various subjects such as the Constitution, Politics, Philosophy, Sociology, Arts & Crafts of Newspaper & Magazine Journalism, Mass Media & Society, Editing, Television Production, Investigative, Scientific, Business and Sports Journalism, Cultural and other Contemporary trends in Journalism, Indian Society and Development Communication etc.,

Duration : One year (Two Semesters)
Eligibility : 12th Pass, those undergoing graduation
Course Fee : Rs. 7000/- per semester

16. Diploma in Montessori & Primary School Teacher Training (DMPSTT)

This course is tailored to provide much desired training to Nursery, Kindergarten and Primary School teachers and parents. Aspects of child development, behaviour, nutrition, hygiene, first aid, child safety, value education, child's rights, education for children with special needs and their inclusion in all schools are some of the essential components of this course

Duration : Six months; (Saturdays Batch 1 Year)
Eligibility : 12th Pass
Course Fee : Rs. 12500/-

OTHER COURSES:

17. Understanding Learning Difficulties in Children

While Schools have carefully designed curriculum, teachers have to take care of the learning by children by appropriate teaching methods with individual attention. Special care has to be taken by Teachers in identifying any Learning Disabilities and Differential Behaviour in Children.

The course touches upon Child Development and Different Learning Disabilities, Identification of Learning Disability based on symptoms and differential Behaviour, the assessment of Learning Disabilities, the causes and guidance for slow learning and includes sessions on how to do initial counseling for parents of children with learning Disabilities.

Primary School Teachers and parents are expected to benefit greatly from this course.

Duration : 3 months
Eligibility : 12th Pass
Course Fee : Rs. 5000/-

18. Certificate Course in Graphic Designing

The scope of 'Graphic Design' covers various forms of communications: - brochures, banners, bill boards, signs, logos, illustrations for books, package design, graphics for cars, buses, trains, planes, advertisements in all media and a host of other areas.

This course imparts training in 'CorelDraw, Photoshop and InDesign' which will help the student to take the first steps in becoming adept at 'Graphic Designing'.

Duration : Three months
Course Fee : Rs. 7000/-

19. Effective Communication in English

The primary aim of the course is to equip the students in the four language skills of listening, reading, speaking and writing. The training imparted will also act as a preparation for those who would like to appear for the International English Language Testing System exam, a prerequisite for enrollment to many universities abroad, for overseas employment & immigration.

Duration : 4 months
Eligibility : 12th Pass
Course Fee : Rs. 6000/-

20. Bridge Course in English

This course is aimed at giving confidence to students to communicate effectively in English. The students especially from the vernacular medium will benefit in being able to better understand the lectures which are in English. This course will also help the students in communicating with the outside world in English. People in employment and housewives desirous of gaining confidence in communicating in English can also join.

Duration : 3 months
Course Fee : Rs. 2500/-

21. Certificate Course in French

This course is aimed at introducing 'French' to new learners (absolute beginners) and also for those who have done French in School as a second language. Emphasis will be on correct pronunciation and a proper foundation in grammar will be given to enable the student to face any School or University examination where French is a second language. In addition, the student will be able to communicate (basic conversations) in French. The certificate course will also help in preparation for the International Exam DELF (A1).

Duration : 6 months
Course Fee : 6000/-

22. Spoken Hindi

This course is aimed primarily at giving an opportunity to learn to speak in Hindi & understand Spoken Hindi. Students will be also taught the alphabets & exposed to reading & writing in Hindi. This course will act as a Foundation for preparation for entry level Hindi exams conducted by accredited bodies.

Duration : 3 months
Course fee : Rs. 3500/-

23. MS Office

The course is aimed at enabling the student in using MS Word, Excel & Power Point which have become essential in our daily use both at Office & home. Practical training will be given by our experienced faculty. Students can opt for also appearing for the Microsoft Office Specialist (MS Word, XL, Power Point) Exam for which Mock Tests will be given with useful Tips.

Duration : 3 months
Course Fee : Rs. 3000/-

24. Tally with introduction to Financial Accounting

This course is aimed at enabling the students understand the basics of Financial Accounting. The students will also be given practical training on how to make Accounting entries using the 'TALLY' software which is almost 'generic' with Accounting software in India.

Duration : 3 months
Eligibility : 12th Pass
Course Fee : Rs. 5000/-

25. Advanced XL

This course will enable the students to perform complex calculations, organize and analyze data, create reports, presentations, templates etc. XL is a versatile tool in recording, analyzing & management of data. Practical knowledge of XL is very useful in the fields of Administration & Accounting.

Duration : 2 months
Eligibility : 12th Pass
Course Fee : Rs. 3500/-

26. C, C++ & JAVA

This course is aimed at training students to be able to use C, C++ & JAVA for any programming requirements.

Duration : 3 months
Eligibility : 12th Pass
Course Fee : Rs. 5000/-

27. Event Management

Any occasion, be it a kid's birthday party or the launch of a brand / product or a sporting event (even the Olympics had Event Managers) or a cultural event has today professionals who are involved in the planning, design & smooth conduct of these events.

From an unorganized sector, Event Management has become a specialized field requiring a lot of training & exposure. This course is aimed at imparting creative and practical Skills & covers areas of event handling, coordinating with safety / security authorities etc.

Duration : 3 months
Eligibility : 12th Pass
Course Fee : Rs. 5000/-

28. Videography & Photography

The student is taught the basics of Photography and Videography to enable him / her to develop and enhance his / her skills or career as a photographer / videographer either as an amateur or a professional. Practical Training will also be given.

Duration : 3 months
Course Fee : Rs. 6000/-

29. Online Journalism

Digital Journalism also known as Online Journalism is a contemporary form of journalism where the Internet is used instead of the Print Media. The course includes basics of Journalism, writing for the web, principles of web design & Search Engine optimization. The student will learn to blog, tweet, design their own web pages & newsletters. Special Training on content writing will be given.

Duration : 3 months
Eligibility : 12th Pass
Course Fee : Rs. 3000/-

30. Audio Production

This course offers hands on Training on various aspects involved in professional Audio Production. Sessions would include the basics of sound to details and exposure to Audio Production Hardware and Audio Production Software followed by Recording and Mixing Sessions. Included in the Practical instruction will be editing, film dubbing etc., Students will be given Practical guidance on all aspects of Professional Audio Production.

Duration : 4 months
Course Fee : Rs. 12000/-

31. Social Media Marketing

Social Media Marketing has evolved to being an integral part of the way businesses connect with their Target Audience. With more and more Organizations planning a more strategically integrated approach for their social media or their Social Media Marketing Campaigns, there is an increasing demand for savvy Social Media Marketing Professionals.

This course will provide learners with a foundational knowledge of Social Media Marketing and the know-how to navigate the Digital World. This Course will also enable Learners to develop skills in writing and editing Social Media Content and how to integrate Social media into an Overall Communications Strategy.

Duration : 3 months
Eligibility : 12th Pass
Course Fee : Rs. 7000/-

32. Data Analytics

Analytics also known as 'Business Analytics' refers to the Software and Methods that Organizations use to understand Data. It is the Scientific process of deriving insights from Raw Data to support Decision-Making.

The Analytics industry is one of the fastest growing and the demand for people with deep analytic skills is increasing rapidly. The shortage of well-trained and experienced Analysts makes this industry worth pursuing as a Career option. This Course will enable the learner to be able to demonstrate his/her Business Analytic Skills to potential/Existing Employers thus gaining an edge over others in Jobs/Career enhancement.

Duration : 4 months
Eligibility : Doing Graduation
Course Fee : Rs. 10000/-

INTERNSHIPS

All internships will be jointly offered by the School of Continuing Education and a specializing agency/organization.

***PLEASE CHECK WITH THE OFFICE / DIRECTOR FOR THESE COURSES AND OTHER COURSES AND WORKSHOPS/ TRAINING PROGRAMMES**

ADMISSION:

Admission to courses is based on verification of eligibility and other requirements and at the discretion of the authorities of the college.

ATTENDANCE REQUIREMENTS

- Attendance is compulsory for all courses and 100% attendance is desirable. A minimum of 75% attendance is required to be eligible to appear for the End of Semester Exams (for Certificate & Diploma Courses).
- A student with less than 75% attendance but more than 65% attendance can apply for Condonation which may be permitted at the discretion of the DIRECTOR.
- A student getting less than 65% attendance but more than 50% will not be allowed to appear for the ESE in that particular semester but will be allowed to write those papers as arrears in the subsequent End of Semester Examination.
- A student who has less than 50% of attendance will be declared non-eligible, but will have the option to rejoin the particular semester only in the subsequent year by paying the semester fees.
- If a student has not been permitted to appear for the exams in the first semester and if he / she lacks enough attendance to appear for the second semester exams also then such a student cannot be permitted to appear for any exams in future nor will he/ she be allowed to repeat the semester. Future admission to any course will also be denied.

No of attempts

- A student of the Diploma / PG Diploma courses will be allowed only three attempts within a period of 3 years after the ending of the course to appear for any of the arrears exams (ESE).
- A student of a Certificate Course will be allowed only a maximum of 2 attempts within a period of 2 years after the course to appear for any of the arrear exams.

EXAMINATIONS AND ASSESSMENTS

Continuous Internal Assessments (CA) and external End of Semester Examinations (ESE) are two modes of assessment of the performance of a student. Field/Project work and Presentations may also form part of the requirements to assess the student.

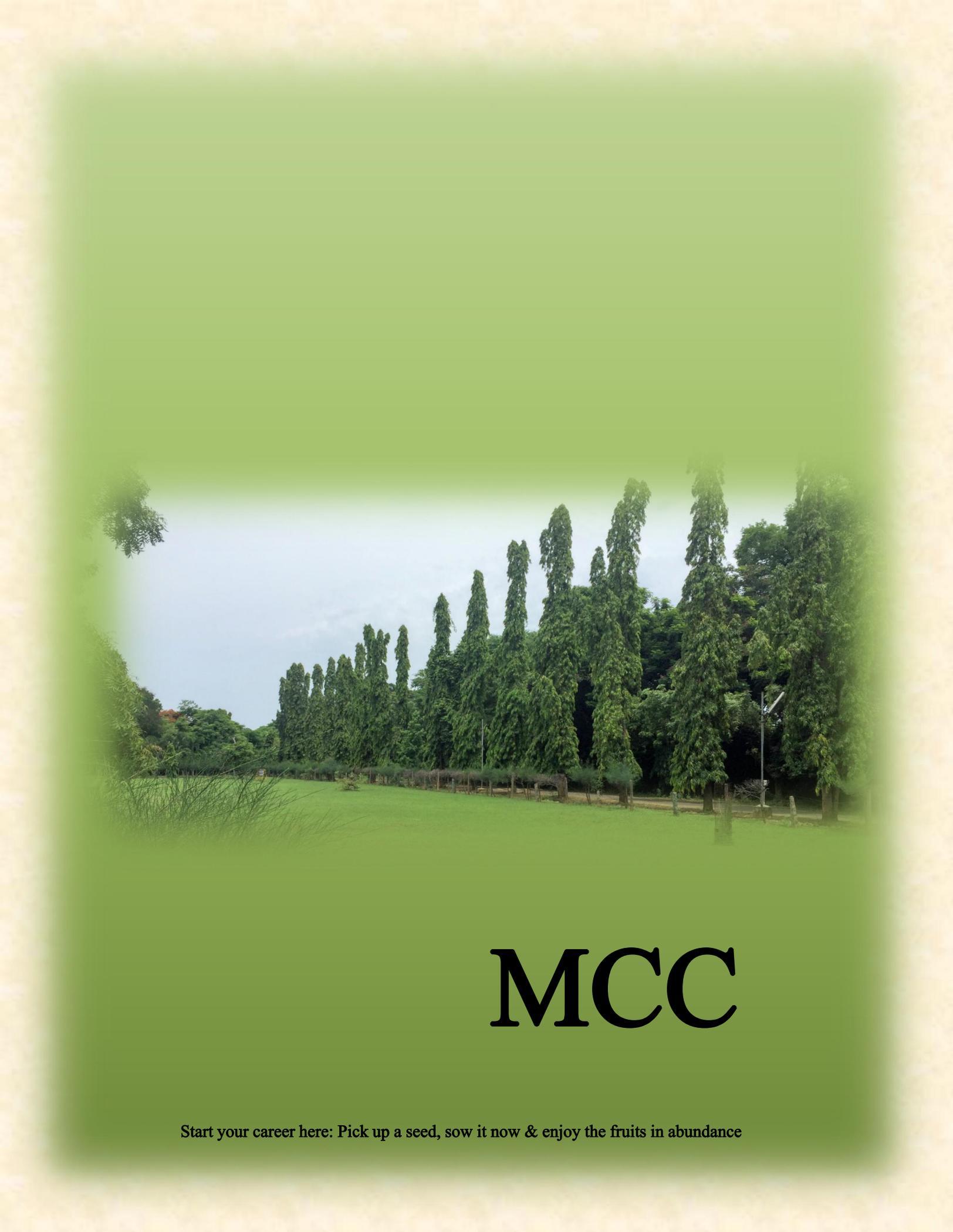
CA: For Diploma & PG Diploma Courses there will be a single mid semester examination for each paper of two hours duration, to be completed before the ESE. The score of the mid semester examination (CA) will account for 50% marks. Students needing to improve upon their CA marks so as to pass [CA+ESE=40; ESE min 20] will be given an opportunity to retake the CA Exam at the end of each semester on payment of Rs. 100/- as CA retake fee. Examinations will be conducted in April/May and in November/December. The Fee for E.S.E. arrear Examinations will be Rs.150/- per Paper.

E.S.E.: The End of Semester Examinations will be conducted at the end of each semester (November / April). The CA retake & ESE arrears examinations will be conducted in April/May and in November/December. The Fee for E.S.E. arrear Examinations will be Rs.150/- per Paper.

- a) With certain exceptions, the duration of each paper of E.S.E. is three hours. Separate minimum of 20 marks is required in the ESE for a pass and the passing minimum of CA and ESE marks combined is 40.
- b) Semester Examination results will be given after the meeting of the Board of Examiners

CONVOCATION:

Diplomas / Certificates and proficiency prizes are awarded at the special Annual day / Convocation celebration arranged during the academic year. Convocation address is given by the Guest of Honor. Students will be informed according to the communication address given in the admission application form. Any change in the address should be intimated to the Director, MCCSCE without delay.



MCC

Start your career here: Pick up a seed, sow it now & enjoy the fruits in abundance