

**DIPLOMA IN COMPUTER APPLICATION (SOFTWARE)
EXAMINATION AUGUST 2023
(February 2023 Admission)**



**LBS CENTRE FOR SCIENCE AND TECHNOLOGY
THIRUVANANTHAPURAM**

B5/2564/2017

Date:07/08/2023

NOTIFICATION

Subject: - DCA(S) Examination August 2023

It is hereby notified that the DCA(S) Examination will commence during the month of **September 2023**

1. **Registration of Examination will be started on 16/08/2023**
2. Rate of Examination fee

COURSE	EXAMINATION FEE
Diploma in Computer Application(Software)	Regular Appearance - 500/-
	Supplementary - 150/- per paper Maximum of Rs. 500/-
	Cancellation - 200/-
	Revaluation - 200/- per paper

Note:All fees mentioned above includes fee for mark list also. Fine will be collected for late applications, and will be paid in addition to above fees.


Last Dates of submission of Application /Remittance of fees

Last date of remittance of fee without fine (submission of Application in the office)	26/08/2023
Last date of remittance of fee with fine of Rs 5/- per day (Excluding holidays)(submission of Application in the office)	15/09/2023

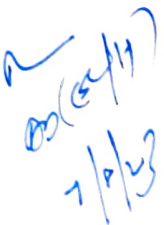
3. Candidates will not be allowed to register for the Regular Examination in piecemeal. They shall register for all papers both Theory and Practical for which they have to pass.
4. Application form for examination registration is available in all LBS Centres. All the candidates are requested to use this application form to register for the examination. All entries made by the candidate in the application form are to be carefully verified by themselves. After filling the application form it is to be submitted to the institution concerned with original receipt for the fee remitted.
5. The Controlling Officer's of the institution where the candidate had undergone the course will scrutinize the applications and certify that the entries made by the candidates are correct and agree with the records of the Institution.
6. The Controlling Officer's of the institutions are requested to collect the filled up application form from the candidates. The original application obtained from the candidate need not be sent to this office. However this shall be retained one year for further verification if necessary at this office. The Examination registration details of regular and supplementary should be sent separately.

For Supplementary Students (Specify the register number and subjects to which the candidate wishes to appear for theory/practical examination)

7. The Centre head should verify the application for the acceptance of the Application before the date specified. The Centre head should forward the **list of registered candidates ONLY** to the following email address **In MS EXCEL** format on or before **03/09/2023. exams.lbs@kerala.gov.in**
8. If a regular candidate desires to **cancel** his candidature for the examination: he/she should apply in the prescribed form for cancellation within seven days after the completion of theory examination. Only the candidates who had applied for cancellation as stated above are eligible to get next appearance as Regular appearance. Absentee without cancellation will be treated as chance.
9. Candidates should preserve the admission tickets until they receive certificates of pass. No candidate will be allowed to sit for the examination without admission ticket on any day of examination.
10. Practical Examinations will be conducted as per the convenience of the same Centres. The concerned Examination Centre will fix the dates of Practical Examinations and will publish the time table. Candidates themselves should ascertain the date fixed for the Practical Examinations from the Centres.
11. Request for revaluation of answer paper should be submitted within 10 days after the publication of result.
12. Mark list and certificate will be issued to the candidates through the concerned Head of Institution.


Dr. M. Abdul Rahiman
DIRECTOR

NB:-All Instructors are directed to send the Internal Marks of DCA(S) students of all centres to the following email address in **MS EXCEL** format on or before **13/09/2023. exams.lbs@kerala.gov.in**


02/09/23
7/9/23



**LBS CENTRE FOR SCIENCE & TECHNOLOGY
THIRUVANANTHAPURAM**

B5/2564/2017

Dated. 07/08/2023

**DCA(S) REGULAR/SUPPLEMENTARY EXAMINATION - AUGUST 2023
(February 2023 Admission)**

TIME TABLE

DATE	TIME	CODE	SUBJECT
18/09/2023	10am - 12 pm	DC 01	INFORMATICS
19/09/2023	10am - 11am	DC 02	MS OFFICE AND INTERNET
	12pm - 1pm	DC 03	LINUX AND OPEN OFFICE
20/09/2023	10am - 11am	DC 04	PC TECHNIQUES
	12pm - 1pm	DC 05	MALAYALAM COMPUTING

Standard time will be followed. The timetable will be strictly followed as published. Even though after the publication of it, if any holiday is declared, the examination will not be stopped/postponed under any circumstances without receipt of official information from the Office of the Director of LBS Centre for Science & Technology, Thiruvananthapuram.


Dr. M. Abdul Rahiman
DIRECTOR

Handwritten note in blue ink:
07/08/23