



DIPLOMA IN COMPUTER APPLICATIONS (DCA)
EXAMINATION FEBRUARY 2024
(September 2023 Admission)
(Revision 2023)



LBS CENTRE FOR SCIENCE AND TECHNOLOGY
THIRUVANANTHAPURAM

NOTIFICATION

NO. B5/334/2024

01/02/2024

Sub:-DCA Examination February 2024

It is hereby notified that the DCA Examination (Revision 2023) will commence during the month of **March 2024**.

1. The Centre in charge will be the Chief Superintendents for the conduct of the Examination and they should accept the Chief Superintendent ship and will not be exempted from this work on any account.
2. **Instruction to the Candidates**
Candidates who have undergone the prescribed course satisfactorily in any one of the recognized centre in this State. Application form for examination registration is available at LBS Centers. All candidates are directed to use this application form for the examination registration. All entries made by the candidate in the application form are to be carefully verified by themselves.
3. Piecemeal registration will not be allowed. Piecemeal appearance if any will be treated as cancelled and result will not be published.
4. Candidates should write the centre of study as examination centre. If the number of candidates appearing for examination is less than 10 centre as decided by undersigned will be allotted.
5. Admission ticket will be made available to the candidates from the respective centre three days before the commencement of examination. Candidates must produce the admission ticket before the authorities for entry to the examinations.
6. **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.**
7. DCA I Semester Regular Registration of Examination will be started on 12/02/2024
8. Fees to be remitted

DCA	Regular appearance/ whole Exam	Cancellation
1 Semester (Regular)	Rs. 500/-	Rs. 200/-

8.1 Amount of Examination fees once remitted will not be refunded or adjusted towards the fee for a subsequent Examination.

8.2 Applications relating to those candidates who have remitted fee after the last dates will not be accepted and need not be forwarded to this office.

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

9. Last Dates of submission of Application /Remittance of fees

DCA I Semester Regular Examination

Last date of remittance of fee without fine (submission of Application in the office)	21/02/2024
Last date of remittance of fee with fine of Rs 5/- per day (Excluding holidays) (submission of Application in the office)	29/02/2024

10. Date of receipt of Nominal List in the Head Office

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 candidates (soft copy only) on or before **01/03/2024**.

11. Changes of Centre for the Examination will not be allowed to any candidate.

12. Cancellation of candidature for the Examination.

If a candidates desire to cancel his candidature for the Examination he /she should forward the applications duly recommended by the Centre head so as to reach the office of the L B S Head Quarters within 7 days after the completion of the last theory examination of that particular year/semester examination. Those who have applied of the Examination and absent without canceling their appearance will be treated as chance. Cancellation of Candidature in Diploma Examination is allowed only once for a particular Year/Semester Examination

13. Practical Examination

13.1 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.

- 13.2 Candidates who have failed only in practical Examination and now appearing for the practical should apply for admission to the Examination in the prescribed form.
14. Candidates appearing for theory and practical Examination should produce their admission tickets to the Examiner for Identification, on all days of Examinations.

**NB:- All Instructors are directed to send the Internal Marks of DCA I Semester students of all centres to exams.lbs@kerala.gov.in as per the schedule below:
DCA I Semester Regular on or before: 08/03/2024**

B
M.
10/04/24
01/02/24

Dr. M. Abdul Rahiman
DIRECTOR



LBS CENTREFOR SCIENCE & TECHNOLOGY
THIRUVANANTHAPURAM

NO. B5/334/2024

Dated. 01/02/2024

DCA I SEMESTER REGULAR EXAMINATION - FEBRUARY 2024
(September 2023 Admission)
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TIME TABLE

DATE	TIME	CODE	SUBJECT
18/03/2024	2pm - 4pm	DCA 101	INFORMATION TECHNOLOGY
20/03/2024	2pm - 4pm	DCA 102	WINDOWS AND OFFICE AUTOMATION PACKAGES

NB: Standard time will be followed. The timetable will be strictly followed as published. Even though after the publication of it, any holyday declared, the examination should in no circumstances be stopped / postponed without receipt of official information from the Offices of Director of LBS Centre for Science & Technology, Thiruvananthapuram

M. S. S. S.
20/02/24

Dr. M. Abdul Rahiman
DIRECTOR

20/02/24