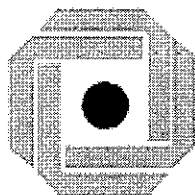


POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

(REGULAR – FAST TRACK)

(1 YEAR)

PROSPECTUS



LBS CENTRE FOR SCIENCE AND TECHNOLOGY

(A Government of Kerala Undertaking)

Email: lbs@gmail.com web: www.lbskerala.com

Phone 2324396, 2324148, 2324364, Fax : 0471-2337055

ABOUT THE COURSE

The Department of Technical Education and the LBS Centre for Science and Technology, Government of Kerala, are jointly conducting the Post Graduate Diploma in Computer Applications. Candidates successfully completing the course will be awarded the Post Graduate Diploma by the State Board of Technical Education, Government of Kerala.

ELIGIBILITY FOR ADMISSION

Degree in any discipline from any of the Universities in Kerala or recognized by any one of the universities in Kerala with not less than 60% marks in aggregate. Admission will be based on the total marks obtained in the Degree Examination. Suitable weightage will be given for Engineering/ Post Graduate Degree and experience in relevant fields. Weightage will be given as follows:

B.Tech or BE	-	20%
P.G.Degree	-	10%
Experience	-	2 marks per year (Maximum of 10 marks)

DURATION OF THE COURSE

The normal duration of the course is 1 year comprising of 2 semesters. The classes will be held on all week days – 4 hrs/day.

Name of the centre : LBS Centre for Science and Technology,
Head Quarters, Nandavanam Road,
Palayam, Thiruvananthapuram 695 033.

If in any batch, there is no sufficient number of candidates, that batch will either be merged with another batch of different timing or cancelled. Individual complaints by any candidate against unavoidable changes in class timing will not be entertained and he/she is not entitled for any compensation in this matter. In case of any dispute, the same is to be settled by a civil court at Thiruvananthapuram.

COURSE FEE

The Course fee for each semester is Rs.12,000/- (6000+6000) (which is subject to revision as and when necessary) payable in two installments before the commencement of each semester. The 1st installment of Rs.6000/- shall be paid at the time of admission. The 2nd installment should be remitted within 7 working days after completion of 50 working days from the commencement of the each semester. However the installment fee can be remitted with a fine of Rs.5/- per day (a maximum of 7 working days after the cut-off dates). After 7 days Rs.100/- will be charged as readmission fee in addition to the fine for delayed remittance. SC/ST candidates will be eligible for fee concession as per G.O. In addition the following fee has to be remitted at the time of admission.

Caution Deposit	-	Rs.500/-
Admission Fee	-	Rs.250/-
Library Fee	-	Rs.250/-

EXAMINATION

There will be Examination at the end of each semester. The conduct of examination, valuation, declaration of results, issue of certificates, mark lists etc., of this course is done by Controller of Technical Examinations, Govt. of Kerala. LBS Centre will not be responsible for any delay in the conduct of examinations by the JCTE and consequent lagging of Course.

EXAMINATION FEE

Examination fee (Regular and Supplementary) will be fixed by the Joint Controller of Technical Examination (JCTE) from time to time. Candidates should remit the examination fee as and when notified. Examination fee is Rs.1000/-.

REFUND OF COURSE FEE

- A. If a student discontinues the course within 7 working days form the date of commencement of the course, 10% of the course fee (semester fee) will be deducted.

- B. Refund will not be permissible for students after attending 7 working days from the date of commencement of the course.

Adjustment of fee while a student discontinues one semester of PGDCA and intends to join for another course.

When a student studying for PGDCA of LBS discontinues the same and intends to join for another course in any centre, fee concession for the new course will be given subject to the following conditions.

1. He/She should have remitted the full semester fee
2. His/Her attendance should be 25% or below for the original course
3. He/She should join for the new course within one year from the date of discontinuing the currently registered course.
4. 50% of the fee remitted for the semester or 50% of the fee to be paid for the new course whichever is less will be adjusted against the fee to be remitted for the new course. Balance amount should be remitted before attending the classes.
5. This benefit will not be extended further to join a 3rd course.
6. Fee pertaining to the new course in respect of such students will not be refunded under any circumstances.
- 7.

The above provision is not applicable to the re-admitted students of PGDCA courses.

RE-ADMISSION RULES

Students who discontinue the course after the commencement of the classes and who are not eligible to appear for the examination for want of attendance will be readmitted to the same semester on request after collecting 50% of the semester fee subject to availability of seat and also on condition that the candidate shall study the course and write exam as per the scheme and syllabi of the PGDCA course to which he/she is re-admitted.

OTHER BENEFITS

Those who are doing PGDCA/PDSE/PGDIT/DCA courses can do Short-term courses conducted by LBS Centre at concessional rate during the course period, as per the norms of the Centre.

LIBRARY FACILITIES

Students can avail of the library facility on paying Rs.500/- as caution deposit. In addition, a student will have to remit Rs.500/- as library establishment fee which will not be refunded.

HOW TO APPLY

Candidates who seek admission to PGDCA course must apply in the prescribed application form. The application form and prospectus can be obtained from the Head Office paying Rs.100/- (additional Rs.45/- for obtaining by post) is to be paid. Filled in application should reach the Deputy Director of the LBS Centre on or before the last date prescribed in the notification.

Any other details not specifically mentioned herein will be decided by the Director, LBS Centre for Science & Technology and his/her decision will be final.

DIRECTOR

RULES AND REGULATIONS OF THE PGDCA/PDSE COURSE

1. Instructional duration in an academic year:-

- a. Each semester consists of a minimum of 20 weeks of instruction, including intervening holidays, but excluding the period of examinations and study holidays.
- b. The course will follow semester pattern, with End semester examinations, conducted by the Board of Technical Examinations, Kerala State.
- c. Classes will be held on all week days 2.5 hours per day and thereby 12.5 hours per week for part time candidates and a minimum of 18 hours per week for Fast Track candidates.

2. Minimum attendance required for obtaining eligibility to appear for the Examination:-

- a. A candidate must secure a minimum of 80% attendance in each semester, in order to secure the eligibility to appear for each semester examinations.
- b. In the case of those students with 65% or more attendance but could not attain 80% attendance due to medical reasons, the Head of Institution, at his/her discretion, may grant the eligibility to appear for the examination, subject to the remittance of "Condonation fee", fixed by the Government from time to time.
- c. Students who have secured less than 65% attendance are not eligible to apply for "Condonation", and will not be allowed to appear for the examination under any circumstances.
- d. Students who have shortage of attendance, but not condoned, in any semesters are not eligible to be promoted to the higher semesters. They may seek re-admission.

3. Scheme of Evaluation:-

- a. The scheme of evaluation shall consist of (1) Internal assessment (Sessional) and (2) end semester examinations in Theory and practical subjects. The marks for End semester examinations and Internal assessment, both for the theory and practical papers will be 100 and 50 respectively.
- b. The total marks (Internal and End semester examination) will be as follows.

For PGDCA 1 Year Fast Track (2 semesters)

I Semester -1200 marks

II Semester -1050 marks

4. Award of Internal Assessment Marks:-

In respect of theory subjects the award of sessional mark will be on a continuous evaluation method, based on tests, assignments and attendance in the proportion of 40% for tests, 40% for test assignments and 20% for attendance, There will be a minimum of two tests and two

assignments, and all the 2 test papers and 2 assignments are taken into account for the calculation of final Internal Assessment marks.

5. End Examination:-

In each theory subject, there will be an End examination in each Semester conducted by Board of Technical Examination, Kerala State as per the pre-announced notification of examinations. The time table for the examination will also be informed to the students ahead of their conduct.

6. Minimum marks for a pass:-

A candidate must secure a minimum of 40% marks in the End of Semester examination in Theory, practical and 50% total (Internal + Theory/Practical) for a pass in each subject.

7. Rules for promotion to the Higher Semesters:-

Candidates shall be allowed to go to the next higher Semester, if he/she attended the previous semester and has fulfilled the conditions of attendance required and registered for the concerned semester examination.

8. Classification of successful candidates:-

- a. Candidates shall be declared to have passed the PGDCA course only if he/she has secured a Pass in all the theory and practical subjects in all the semesters of study.
- b. There will be 3 classification of passed candidates namely:-
 1. **First Class with Distinction**
 2. **First Class**
 3. **Second Class**
- c. The total marks of all the Semester shall be considered to classify the successful candidates. The marks obtained in all the semesters will be added and the percentage of marks is worked out.

First Class with Distinction:-

A Candidate will be declared to have passed the PGDCA Course in First Class with Distinction if he/she secures not less than 75% of the aggregate marks in all Semesters put together and passes all the above semesters in the first appearance itself, within the stipulated period of normal study, i.e., Two Consecutive Semesters, without any break.

First Class:-

A candidate will be declared to have passed the PGDCA Course in First Class If he/she secures not less than 60% of the aggregate marks in all Semesters put together and passes all the above semesters, within two consecutive chances including his regular appearance offered by the board.

Second Class:-

All other successful candidates will be declared to have passed in the Second Class.

9. Maximum duration of the PGDCA

Normal duration of the course is 2 consecutive Semesters, over a period of one year. However in the case of those who have not acquired PGDCA within the stipulated minimum duration of 2 semesters he/she acquire the PG Diploma taking a maximum duration of another 2 years. However the maximum number of chances to appear for the End Semester examination is limited to 3 including his/her regular chances.

Post Graduate Diploma in Computer Applications

(1 year – Fast Tract - Regular)

Semester I

Code	Subject	Theory	Practical	Marks		
PGD		Hrs/Week	Hrs/Week	Internal	Written	Total
101	Computer Organization	2.5		50	100	150
102	Programming in C++	2.5		50	100	150
201	Software Engineering concepts	2.5		50	100	150
202	Database management Systems	2.5		50	100	150
103	Software Lab-I (Windows & Linux Applications)		2.5	50	100	150
104	Software Lab-II (Visual Basic)		2.5	50	100	150
105	Software Lab – III (C++)		2.5	50	100	150
205	Software Lab I IV (Oracle)	-	2.5	50	100	150
	TOTAL	10	10	400	800	1200

Semester II

Code	Subject	Theory	Practical	Marks		
PGD		Hrs/Week	Hrs/Week	Internal	Written	Total
301	Java & Internet Computing	2.5		50	100	150
203	Data Communication & Computer Networks	2.5		50	100	150
302	Visual Studio.NET Programming	2.5		50	100	150
204	Software Lab – V (Visual C++)		-	50	100	150
303	Software Lab-VI(Java & Web Designing)		2.5	50	100	150
304	Software Lab-VII (Visual Studio.NET & SQL Server)	-	2.5	50	100	150
305	Project & Seminar	1.5	2.5	50 (35+15)	100	150
	TOTAL	9	7.5	300	700	1050