



GOVERNMENT OF KERALA



CENTRE FOR
CONTINUING
EDUCATION
KERALA

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2014

GUIDELINES FOR ADMISSION TO THE COURSES OFFERED THROUGH THE CONTINUING EDUCATION SUB-CENTRES

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GOVERNMENT OF KERALA
CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM

PROSPECTUS
FOR ADMISSION TO
THE COURSES OFFERED THROUGH
THE CONTINUING EDUCATION SUB-CENTRES OF
CENTRE FOR CONTINUING EDUCATION KERALA

(GUIDELINES TO THE SUB-CENTRES)

[Approved vide GO (Rt.) No. 1388/2014/H.Edn. dated 27.6.2014]

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1. Introduction

- 1.1. **Centre for Continuing Education Kerala [CCEK]** is an autonomous body established by Government of Kerala in the year 1998 vide G.O.(MS) No. 9/98/H.Edn. dated 3/2/1998, to promote continuing education programmes in Engineering Colleges, Arts & Science Colleges and Polytechnic Colleges in the State of Kerala. The Centre is dedicated entirely to the growth and development of technical education, industry, business and social uplift. Vide GO (Rt.) No. 711/98/H.Edn. dated 22/6/1998, each Continuing Education Cell of the Polytechnic, Engineering and Arts & Science Colleges in the State - Government or Aided - shall be a sub-centre of CCEK.
- 1.2. Vide GO(Rt.) No. 523/2014/H.Edn. dated 12/3/2014, Government has issued sanctions extending the Continuing Education Programmes in the VHSE schools in the State also.
- 1.3. **In the budget speech 2014-15 it is declared that, action will be taken to integrate syllabus and introduce uniform pattern of examination and fee for the short term courses being conducted by the Continuing Education Cells and bring these Cells under the Administrative Control of Centre for Continuing Education Kerala.**
- 1.4. Vide GO (Rt.) No. 2178/2013/H.Edn. dtd. 1/11/2013, Government has approved the model of the Certificate and accorded sanction to the Director, CCEK for awarding certificates to the pass outs of the examination to the courses conducted by CCEK.
- 1.5. Vide GO (Rt.) No. 1209/2014/H.Edn. dated 17/6/2014, Government have accorded sanctions to restructure all parameters including governing conditions, control, curriculum, fee structure, revenue share, audit and other relevant factors of all existing and new courses conducted by the sub-centres and the Industry Institute Linkage Programme etc. In the circumstances, the continuing programmes offered through the sub-centres of Centre for Continuing Education Kerala are restructured as per the guidelines specified below:

2. Institutions and courses

- 2.1. The Continuing Education sub-centres of CCEK are established in the Government or Aided Engineering, Polytechnic, Arts & Science Colleges and the Vocational Higher Secondary Schools of the State.
- 2.2. There will be two types of courses:
- 1) Courses offered utilizing the resources of the sub-centres and
 - 2) Industry Institute Linkage Programmes in tie-up with Public Sector Undertakings such as *KELTRON, Kerala SIDCO, Kerala Automobiles Limited, Kerala Artisans Development Corporation and Kerala State Industrial Enterprises Limited.*
- 2.3 The courses approved for conducting through sub-centres utilizing their resources:

No.	Name of Course	Duration	Eligibility	Fee (Rs.)
1	Certificate course in MS Office	3 months	SSLC	3000
2	Certificate course in Auto CAD	3 months	ITI/Diploma	3000
3	Certificate course in Desk Top Publishing	3 months	SSLC	3000
4	Certificate course in Computerized Financial Accounting	3 months	SSLC	3000
5	Certificate course in Total Station Survey	3 months	SSLC	6000
6	Certificate course in Aluminium Fabrication	3 months	SSLC	6000
7	Certificate course in Non Destructive Testing	3 months	+ 2/Diploma in Civil/Mechanical	7500
8	Certificate course in Welding Technology	3 months	SSLC	7500
9	Certificate course in Lathe Operation	3 months	SSLC	7500
10	Certificate course in Cosmetology & Beauty Parlour Management	3 months	SSLC	5000
11	Diploma in Computer Application	6 months	SSLC	6000
12	Certificate course in Photography and Videography	6 months	SSLC	8500
13	Certificate course in Refrigeration and Air conditioning	6 months	SSLC	8500
14	Certificate course in Electrical Wiring	10 months	SSLC	8500
15	Certificate course in Hotel Management	12 months	SSLC	12000

16	PG Diploma in Counseling	12 months	Degree	12000
17	PG Diploma in Journalism	12 months	Degree	12000

2.4 The courses approved to be offered through the sub-centres under Industry Institute Linkage Programme between CCEK and PSUs are:

No.	Name of the PSU	Name of the Course	Duration	Eligibility	Fees (Rs.)
1	Kerala State Electronics Development Corporation (KELTRON)	Professional Diploma in Hardware and Networking	12 months	SSLC	28000/-
2	Kerala State Electronics Development Corporation (KELTRON)	Professional Diploma in Computerized Instrumentation	12 months	SSLC	28000/-
3	Kerala Small Industries Development Corporation (Kerala SIDCO)	Professional Diploma in Civil Engineering	12 months	SSLC	28000/-
4	Kerala Automobiles Limited (KAL)	Professional Diploma in Automobile Engineering	12 months	SSLC	28000/-
5	Kerala Artisan's Development Corporation Ltd (KADCO)	Professional Diploma in Decorative Garment Making	12 months	SSLC	28000/-
6	Kerala State Industrial Enterprises Ltd (KSIE)	Advanced Diploma in Logistics and Retail Management	12 months	SSLC	28000/-

3. Industry Institute Linkage Programmes

3.1. Vide GO(Rt.) No. 1717/2012/H.Edn. dated 9/8/2012 Government had issued common guidelines for the conduct of Industry Institute Linkage Programmes conducted by the sub-centres of CCEK in tie up with C-DIT, *KELTRON* and *Kerala SIDCO*. Now CCEK has identified three more Public Sector Undertakings - *Kerala Automobiles Limited*, *Kerala Artisans Development Corporation* and *Kerala State Industrial Enterprises Limited* for conducting Industry Institute Linkage Programmes through sub-centres.

- 3.2. The courses organized under Industry Institute Linkage Programme shall be based on a Tri-party Memorandum of Understanding to be executed between CCEK, PSU concerned and the sub-centre identified by CCEK for offering the programme.

4. Guidelines to the sub-centres for implementation of the programme

- 4.1. The Administrative Control of the Continuing Education Sub-centres (CE Cells) at the Government or Aided Engineering, Polytechnic, Arts & Science Colleges and the Vocational Higher Secondary Schools of the State shall be vested with CCEK.
- 4.2. CCEK will conduct the approved courses through selected Continuing Education Sub-centres established in the Polytechnic, Engineering, Arts & Science Colleges and the Vocational Higher Secondary Schools of the State.
- 4.3. CCEK will identify potential courses that can be offered utilizing the resources of the Continuing Education Sub-centres.
- 4.4. CCEK will identify selected potential programmes that can be offered in tie-up with the PSUs concerned, in line with their area of specialization.
- 4.5. The courses under the Industry Institute Linkage Programme will be organized based on a Tri-party Memorandum of Understanding to be executed between CCEK, PSU concerned and the sub-centre identified for offering the programme.
- 4.6. The sub-centres shall not enter into any tie-up with any other agencies, public or private for the conduct of the courses.
- 4.7. The sub-centres shall stop admission to new batches of all the courses which are now being offered at the sub-centres.
- 4.8. The sub-centres shall conduct only the courses which are approved by CCEK as per prescribed guidelines.
- 4.9. The sub-centres shall conduct the courses only with the prior approval of CCEK, for which they should submit specific proposals which will be scrutinized and decided by CCEK.
- 4.10. The sub-centres shall conduct the courses strictly in accordance with the guidelines issued by CCEK in this regard from time to time.
- 4.11. The sub-centres shall submit detailed proposals, for new courses that are found to be of potential demand, which will be scrutinized by the

Curriculum Committee which in turn will recommend to the Academic Council for approval of the programme.

- 4.12. CCEK will decide the eligibility condition, fee, syllabi, pattern of examination etc. for each programme. In the case of Industry Institute Linkage Programme the same will be fixed in consultation with the PSU concerned.
- 4.13. CCEK will publish the notification for admission for the course to be conducted by utilizing the resources of the sub-centre or in tie-up with the PSUs, conduct the examination and award certificates to the pass outs.
- 4.14. The sub-centres can conduct the programmes PG Diploma in Computer Applications (PGDCA) and Post Diploma in Software Engineering (PDSE) awarded by the Joint Controller of Technical Examinations, with the approval of CCEK.
- 4.15. CCEK will develop a web-portal for the Online Monitoring of admission, fee collection, attendance, internal marks, examination, and results of the students with the support of the PSUs concerned.
- 4.16. The PSU concerned shall provide necessary job placement assistance to the pass outs of the Industry Institute Linkage Programmes.
- 4.17. CCEK will conduct the examination for each course periodically as decided by the Academic Council of CCEK and award certificates as approved by the Government of Kerala vide GO (Rt.) No. 2178/2013/H.Edn. dtd. 1/11/2013.
- 4.18. The Principals of the respective sub-centre shall correspond to the Director, CCEK in all the matters regarding the conduct of the courses and examination in the sub-centre.

5. Quality Control

- 5.1. The courses under Industry Institute Linkage Programme will be organized based on a Tri-party Memorandum of Understanding to be executed between CCEK, PSU concerned and the sub-centre identified for offering the programme.
- 5.2. CCEK will constitute regional wise Resource Screening Committees – one each at Thiruvananthapuram, Eranakulam and Kozhikode.
- 5.3. The Resource Screening Committee, comprising of three members each – 1) nominee of CCEK, 2) nominee of DTE, and 3) a subject expert or nominee of the PSU concerned, shall evaluate the faculty panel

provided by the sub-centre or the PSU concerned in the case of Industry Institute Linkage Programme and grade them according to their skill level and performance.

- 5.4. Those found competent only will be allowed to handle the classes in the sub-centres.

6. Revenue Sharing

- 6.1. The revenue sharing pattern will be as detailed below subject to the condition that the sub-centres established at the Government institutions shall remit 5% of their total revenue share, to the revenue head of account of the Department concerned for the courses run by them directly. This is not applicable for the programmes run under Industry Institute Linkage Programme and the sub-centres established in aided institutions. (*incorporated vide GO(Rt.) No. 1388/14/H.Edn. dated 27/6/2014*)

- 6.2.

Share for Classroom facility	Share for Lab facility	Share to CCEK for Administration and Coordination	Share to the Implementation Agency (sub-centre / PSU concerned)
15%	15%	15%	55%

- 6.3. In the case of courses offered in tie-up with PSUs under the Industry Institute Linkage Programme, if the sub-centre could not provide the required classroom and lab facility and the course is offered at the premises arranged by the PSU concerned, if agreed by the sub-centre, the PSU concerned shall provide 10% of the total revenue from their share to the sub-centre as Administrative charges.

7. Reservation of seats

- 7.1. 10 % of total seats of each course will be earmarked to the students of SC and ST communities, 5% to SEBC and OEC communities and 5% seats to BPL category.
- 7.2. If no candidate is available in a particular reservation category, admission can be made from other categories.
- 7.3. The reservation category students need to pay only 50% of the tuition fee, if their fee is not allotted from the respective Development Departments.

8. Admission and Submission of applications for the courses

- 8.1. The admission notification for the courses will be published by CCEK or the sub-centres concerned as per the guidelines issued by CCEK from time to time.
- 8.2. The details of courses offered along with the fee structure and the name of the sub-centres will be published along with the notification through the web-sites of CCEK.
- 8.3. Students can obtain the applications for the courses from the sub-centres concerned **free of cost** or can be downloaded from the web-sites of CCEK.
- 8.4. The duly filled application forms along with copies of the relevant certificates in proof of qualification and community (if necessary) shall be submitted to the sub-centre concerned before the prescribed last date of submission.
- 8.5. The Principal of the sub-centre will admit the students based on the merit and adopting reservation policies. The students have to remit the prescribed fee as per the guidelines issued by the Principal.
- 8.6. Any other details not specifically covered by the clauses mentioned above will be decided by the Director of Continuing Education Kerala and his decision will be final. He will also have the power to cancel any admission if found to be illegal subsequent to the admission.
- 8.7. The Director, CCEK has the power to cancel or postpone any programme in the case of low intake or found uneconomic to conduct.

DIRECTOR

CENTRE FOR CONTINUING EDUCATION KERALA