CENTRE FOR CONTINUING EDUCATION KERALA

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Examination Schedule – July 2015

The final examination for the courses – **1) Diploma in Computer Applications and 2) Certificate course in Cosmetology & Beauty Parlor Management** offered by Centre for Continuing Education Kerala through its sub-centres is scheduled to be held at the respective sub-centres of CCEK as per the following timetable.

1) Diploma in Computer Applications

Sl. No.	Subject Code	Subject	Date and Time of Examination	
1.	DC 01	Informatics	**04/07/2015** **Saturday**	9.30 am to 11.30 am
2.	DC 02	MS Office & Internet		1.00 pm to 2.00 pm
3.	DC 03	Linux and Open Office		3.00 pm to 4.00 pm
4.	DC 04	PC Techniques	**05/07/2015** **Sunday**	10.00 am to 12.00 noon
5.	DC 05	Malayalam Computing		2.00 pm to 3.00 pm
6.	DC 02 P	MS Office & Internet	Schedule for the practical examination will be announced separately and the same will be published in the web-site of CCEK.	
7.	DC 03 P	Linux and Open Office		
8.	DC 05 P	Malayalam Computing		

2) Certificate course in Cosmetology & Beauty Parlor Management

Sl. No.	Subject Code	Subject	Date and Time of Examination	
1.	CBPM 01	Cosmetology & Beauty Parlor Management	**04/07/2015** **Saturday**	9.30 am to 10.30 am
2.	CBPM 01 P	Practical Examination	**04/07/2015** **Saturday**	11.30 am onwards;
			Schedule for the practical examination will be announced separately by the sub-centres concerned	

1. Candidates who have undergone the prescribed course of study satisfactorily and have secured not less than 70% attendance are eligible to appear for the examination. Shortage of attendance up to 15% can be condoned in deserving cases on payment of prescribed condonation fee of Rs.200/- on the recommendation of the Course Coordinator of the respective sub-centre. Condonation fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.

2. EXAMINATION FEE
    Fee for registering regular examination – Rs.300/-

Examination fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination. The candidates belonging to SC Communities, who have undergone free coaching programme for the DCA course, need not have to remit the examination fee.

3. The candidates shall register for the examination on-line in the web portal www.ccek.org within the time schedule prescribed.

   - Do the following steps for online registration:

   - Choose the link "Apply for Examination".

   - After providing the required details click the button "Apply for Semester/Final Examination".

   - Choose the link "Print Application Form and Hall Ticket for Regular Examination" to take the print out of the Application form and Hall Ticket.

   - Submit the printout to the Sub-centre office for authentication along with the Examination Fee. *The candidates belonging to SC Communities who have undergone the free coaching programme need not have to remit the examination fee.*

4. The President or Manager of the sub-centre where the candidate had undergone the course will scrutinize the applications and authorize the Hall Ticket after ensuring that the entries made by the candidates are correct and agree with the records of the institution. They shall collect the prescribed examination fee from the general category students and ensure that there is no course fee due from them.

5. CCEK will forward the consolidated list of students registered for the examination at each sub-centre after the last date of online registration. The sub-centre authorities shall cross-check the list with the application forms received from the candidates and forward the same duly authenticated to CCEK office along with the examination fee collected from the students by DD drawn in favour of the Director, Centre for Continuing Education Kerala, payable at Thiruvananthapuram.

6. 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 from this office.

7. Only on-line registration will be entertained and **the last date for on-line registration is 30/06/2015 up to 5 pm.** Hard copy of the list of candidates with fee details should reach the office of CCEK on or before 03/07/2015.

8. Candidates should keep the hall ticket until they receive their pass certificates.

9. No candidate will be allowed to register for examination in piecemeal. If in any case this happens, registration shall automatically be cancelled at any stage of the process of the examination. The Board of Examination has the discretionary power to relax the condition in exceptional cases, if found necessary.

10. Candidates are allowed three chances to appear for the examination, including the regular with in a period of 2 Years after the registration for the first examination.

11. Minimum marks required for a pass in theory and practical examinations together with internal

assessment marks is 35%, in each subject.

12. There will be a grading system for passed candidates as detailed below:

35 to 50%	C
51 to 65 %	B
66 to 80%	B+
81 to 90%	A
91 to 100%	A+

13. The total marks obtained in theory and practical examinations and internal marks shall be counted for the grading system.

14. There will be no revaluation for practical examinations. For revaluation of theory papers candidates shall submit the application in the prescribed form within 15 days of the publication of the results, along with revaluation fee of Rs. 100/- per paper.

15. At the time of examination candidates shall produce the Hall Ticket in Original, duly authenticated by the Sub-centre authorities, for verification. The candidates who fail to produce the hall ticket will not be permitted to attend the examination.

16. Candidates shall occupy the seats allotted to them in the examination hall, 30 minutes prior to the commencement of the examination.

17. No candidate will be allowed to appear for the examination after 15 minutes of the commencement of the examination.

18. Mobile Phones or any other electronic devices are not allowed in the examination hall. Candidates should not bring any books/charts/tables/loose sheets into the examination hall.

19. No candidate will be allowed to leave the examination hall without handing over their answer book to the supervisor.

20. Candidates indulging in malpractice/using unfair-means are liable to be punished by suspension/expulsion.

21. During the course of examination the candidate shall be under the discipline and control of the invigilators /centre chief and shall obey all orders passed by them on all matters relating to the examination.

22. Scheme and pattern of question paper is annexed.

23. Any other details not specifically mentioned herein will be decided by the Director, C.C.E.K. and his decision will be final.

Important Dates to remember:

Commencement of On-line registration	26/06/2015
Closure of On-line registration	30/06/2015 5.00 pm
Last date for Submission of printouts of application and remittance of fee to the sub-centre	01/07/2015

Sd/-
Controller of Examinations

Pattern of examination for the Diploma in Computer Application Course is:

Subject Code	Subject Name	Internal Marks	Final Exam Theory	Final Exam Practical	Total Marks
DC 01	Informatics	50	100	-	150
DC 02	MS Office and Internet	50	50	50	150
DC 03	Linux and Open Office	50	50	50	150
DC 04	PC Techniques	50	100	-	150
DC 05	Malayalam Computing	50	50	50	150
	Total	250	350	150	750

Question Paper Pattern for the **Theory Examinations with subject code DC 02, DC 03 and DC 05 with 50 marks each**, **(ie.** MS Office and Internet, Linux and Open Office and Malayalam Computing)

 (Duration of each examination shall be 1 hour).

Part I	Multiple choice questions - 20 questions of 1 mark each	20 Marks
Part II	Fill in the blanks – 10 questions of 1 marks each	10 Marks
Part III	Write Short Answers (in two or three sentences) 5 questions of 2 marks each	10 Marks
Part IV	Answer any 2 questions from a set of THREE. 5 marks each	10 Marks
	TOTAL	50 Marks

For the **Theory Examinations with 100 marks**, ie. DC 01 and DC 04 (Informatics and PC Techniques)
(Duration of each examination shall be 2 hours)

Part I	Multiple choice questions - 40 questions of 1 mark each	40 Marks
Part II	Fill in the blanks – 20 questions of 1 marks each	20 Marks
Part III	Write Short Answers (in two or three sentences) 10 questions of 2 marks each	20 Marks
Part IV	Answer any 4 questions from a set of SIX. 5 marks each	20 Marks
	TOTAL	100 Marks

For the **Practical Examinations with 50 marks each**, ie. DC 02,DC 03 and DC 05 (MS Office and Internet, Linux and Open Office and Malayalam Computing)   (Duration of each exam shall be 1 hour).

Two questions from each subject are expected to be completed within 1 hour.

Procedure   -   5 Marks
Result/Output   -   15 Marks
Viva voce   -   5 Marks   X 2 Questions = 50 Marks
Total   -   25 Marks

Internal Marks

Attendance	General Performance	Lab Records/Assignments	Total Marks
10	10	30	50

Minimum mark required for a pass in theory and practical examination is 35% marks in each subject.

There will be a grading system for passed candidates as detailed below:

35 to 50%   C
51 to 65 %   B
66 to 80%   B+
81 to 90%   A
91 to 100%   A+

 The total marks obtained in theory and practical examination shall be counted for the grading system.

Pattern of examination for Certificate course in Cosmetology & Beauty Parlour Management :

Subject Code	Subject	Internal Marks	Final Examination		Total Marks
			Theory	Practical	
CBPM 01	Cosmetology & Beauty Parlour Management	50	50	100	200

Question Paper Pattern for the **Theory Examinations with subject code CBPM 01 with 50 marks** (Duration of the examination shall be 1 hour).

Part I	Multiple choice questions / Fill in the blanks - 10 questions of 1 mark each	10 Marks
Part II	Write Short Answers (in two or three sentences) 10 questions of 2 marks each	20 Marks
Part III	Answer any 4 questions from a set of SIX. 5 marks each	20 Marks
	TOTAL	50 Marks

For the **Practical Examinations with 50 marks** (Duration of each exam shall be 2 hours).

Two questions from the subject are expected to be completed within 2 hours.

Procedure	-	5 Marks	
Result/Output	-	15 Marks	
Viva voce	-	5 Marks	X 2 Questions = 50 Marks
Total	**-**	**25 Marks**	

Internal Marks

Attendance	General Performance	Lab Records/Assignments	Total Marks
10	10	30	50

Minimum mark required for a pass in theory and practical examination and internal evaluation put together is 35% marks.

There will be a grading system for passed candidates as detailed below:

35 to 50%	C
51 to 65 %	B
66 to 80%	B+
81 to 90%	A
91 to 100%	A+

The total marks obtained in theory and practical examination and the internal marks shall be counted for the grading system.