



CENTRE FOR CONTINUING EDUCATION KERALA

Charachira, Kowdiar PO., Thiruvananthapuram, PIN - 695003

Phone/ Fax : 0471-2313065/2311654

e-mail : directorccek@gmail.com, web : www.ccek.org

Notification No. 2/2016 Dated 09/09/2016

Examination – September 2016

The final examination for the courses as per the list attached offered by Centre for Continuing Education Kerala through its sub-centres is scheduled to be held at the respective sub-centres of CCEK during the month of October 2016.

Detailed schedule of examination with timetable and scheme of examination will be published later.

No.	Name of Course	Duration
1	Certificate course in MS Office	3 months
2	Certificate course in Auto CAD	3 months
3	Certificate course in Desk Top Publishing	3 months
4	Certificate course in Computerized Financial Accounting	3 months
5	Certificate course in Total Station Survey	3 months
6	Certificate course in Aluminium Fabrication	3 months
7	Certificate course in Non Destructive Testing	3 months
8	Certificate course in Welding Technology	3 months
9	Certificate course in Lathe Operation	3 months
10	Certificate course in Cosmetology & Beauty Parlour Management	3 months
11	Diploma in Computer Application	6 months
12	Certificate course in Photography and Videography	6 months
13	Certificate course in Refrigeration and Air conditioning	6 months
14	Certificate course in Electrical Wiring	10 months
15	Certificate course in Hotel Management	12 months
16	PG Diploma in Counseling	12 months
17	PG Diploma in Journalism	12 months

1. 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:
 - Login into the student area using the user id and password given to students.*
 - 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. Candidates for the programmes offered in tie-up with PSUs registering for the first time also need not have to remit the examination fee.*
2. 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.
3. 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. Candidates for the programmes offered in tie-up with PSUs registering for the first time also 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 online registration is 24/09/2016 up to 5 pm.** Hard copy of the list of candidates with fee details should reach the office of CCEK on or before 28/09/2016.
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:

Total Mark \geq 35 and $<$ 51%	C
Total Mark \geq 51 and $<$ 66%	B
Total Mark \geq 66 and $<$ 81%	B+
Total Mark \geq 81 and $<$ 91%	A
Total Mark \geq 91%	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 and the time table for examination will be notified separately.
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 Online registration	09/09/2016
Closure of On-line registration	24/09/2016 5.00 pm
Last date for Submission of printouts of application and remittance of fee to the sub-centre	28/09/2016

DIRECTOR

Helpline for Online Registration : **9539701053, 9745996333**
e-mail : **examccek@gmail.com**

(* any queries regarding the user account and registration can be made to the above specified helpline number and email id.)