



# CENTRE FOR CONTINUING EDUCATION KERALA

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**Notification No. 1/2016 Dated 30/06/2016**

**Examination – August 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 August 2016.

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

No.	Name of Course	Duration
<b>Industry Institute Linkage Programmes in tie-up with PSUs</b>		
1	Professional Diploma in Hardware and Networking (KELTRON)	12 months
2	Professional Diploma in Computerized Instrumentation (KELTRON)	12 months
3	Professional Diploma in Civil Engineering (SIDCO)	12 months
4	Professional Diploma in Automobile Engineering (KAL)	12 months
5	Advanced Diploma in Logistics & Retail Management (KSIE)	12 months

1. The candidates shall register for the examination on-line in the web portal [www.ccek.org](http://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

The candidates for the programmes offered in tie-up with PSUs registering for the first time also need not have to remit the examination fee. But candidates registering for the subsequent chances or supplementary examination have to pay an examination fee @ Rs. 100/- per subject separate for the theory and practical papers.

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 20/07/2016 up to 5 pm**. Hard copy of the list of candidates with fee details should reach the office of CCEK on or before 23/07/2016.

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. *There will be no revaluation for theory papers, if the valuation of answer scripts were conducted by organizing valuation camp in which double valuation is arranged. This will be notified along with Result Notification.*
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	01/07/2016
Closure of On-line registration	20/07/2016 5.00 pm
Last date for Submission of printouts of application and remittance of fee to the sub-centre	23/07/2016

Sd/-  
Controller of Examinations

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.)