

GUIDELINES FOR STARTING SUB CENTRES IN VOCATIONAL HIGHER SECONDARY SCHOOLS

- I. **Centre for Continuing Education Kerala (CCEK)** was established by Government of Kerala in the year 1998 to promote continuing education programmes in Engineering Colleges, Arts & Science Colleges and Polytechnic Colleges in the state of Kerala.
- II. Government vide GO (Rt.) No. 523/2014/H.Edn. dated 12/3/2014 has accorded sanction extending the Continuing Education Programmes of CCEK by establishing sub-centres of CCEK in the VHSE Schools in the State.
- III. **For establishing the sub-centre of CCEK the Principals of the VHSE Schools shall submit an application in the prescribed format (*as appended*) to the Director, Centre for Continuing Education Kerala, Charachira, Kowdiar P.O., Thiruvananthapuram - 695003, through the Director, VHSE, along with the details of the Advisory Committee constituted as prescribed below.(*Para V*)**

CCEK will scrutinize the request and allot a registration number to each sub-centre and intimate the same to the sub-centre concerned. The sub-centres shall quote the registration number in all their future correspondence with CCEK. Once the registration process is completed, the sub-centres can select the programmes to be offered from the list of approved programmes of CCEK and communicate their willingness for offering the programmes to the Director, CCEK. On getting approval from CCEK, the sub-centres can admit students to the programme in accordance with the instructions of CCEK from time to time.

IV. Continuing Education Programmes that can be offered in the sub-centres:

There will be two types of programmes - 1) Programmes that can be offered directly by the sub-centres with the resources available in the institution and 2) **Industry Institute Linkage Programmes (IILP)** that are offered in tie-up with industries or Public Sector Undertakings.

The Academic Council of CCEK will decide the fee, syllabi, pattern of examination etc. for all the programmes. CCEK will publish notification for admission, conduct the course utilizing the resources of the sub-centre or in tie-up

with industries or PSUs, conduct examination and award certificates to the pass outs as approved by the Government.

The sub-centres shall offer the programmes only with the prior written approval of CCEK and strictly in accordance with the syllabi, pattern of study, scheme of examination, fee prescribed and the guidelines issued by CCEK.

The sub-centres are at the liberty to submit proposals for organizing Continuing Education Programmes in accordance with their local needs. Detailed proposal including the syllabus, curricula etc. shall be submitted to the Director, CCEK for approval. **The sub-centre shall not commence any programme without the prior written approval of CCEK.** CCEK has the power to decide on the programme(s) to be conducted by a particular sub-centre.

V. Advisory Committee [*Institution Programme Implementation Unit*]

There will an **Institution Programme Implementation Unit (IPIU)** consisting of the Principal, Senior Faculty and Continuing Education Manager, formed for the effective implementation of the programmes. Principal of the institution shall be the President of the Committee. The President shall nominate a senior faculty as the Continuing Education Manager. The Advisory Committee shall consist of a minimum 5 members. The Advisory Committee shall meet periodically (at least once in a month) and review the progress of the schemes being implemented by the Sub-Centre and take appropriate action for the effectiveness of the programme.

VI. Financial Policy

The sub-centre shall open a Savings Bank Account with any of the Nationalised Bank in the nearby locality or Treasury Saving Bank Account, in the name of the Continuing Education Sub-centre.

The bank account shall be in the name of Continuing Education Sub-centre and operated jointly by the President (Principal) and the Continuing Education Manager.

The revenue generated by way of collection of fee or any other income from the Continuing Education Programmes shall be deposited in the bank account, on the same day or next immediate working day of collection.

All expenditure shall be met by withdrawals from the Bank Account through cheques only. The expenditure towards running of the Continuing Education Programme shall be incurred as per the guidelines issued by CCEK from time to time.

Double entry cash book system shall be followed for accounting. Separate cash book shall be maintained. The cash book shall be maintained by the CE Manager and Principal shall verify the cash book every day.

The Continuing Education Manager is entitled to keep an amount of Rs. 1000/- as cash at a time in the sub-centre to meet any contingent expenses in connection with the conduct of the programmes. CE Manager can incur an expenditure up to Rs. 5000/- with the permission from the President (Principal). All expenses above Rs. 5000/- but up to Rs. 1.00 lakhs should get prior approval from the IPIU. For all expenditure above Rs. 1.00 lakhs, prior approval should be obtained from the Director, Centre for Continuing Education Kerala. Govt. Rules and Regulations are to be strictly observed for the expenditure including procurement of stores. **The accounts are subjected to Audit.**



Government of Kerala

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

APPLICATION FOR SUB-CENTRE REGISTRATION

1. Name of the VHS School	:	
2. Postal address with PIN CODE	:	
3. Telephone No.(s) with STD code	:	
4. Fax No. (s)	:	
5. e-mail :	website :	
6. Type of Institution	:	Government / Aided
7. Name of the Principal	:	
a. Telephone No.	:	
b. Mobile No.	:	
c. e-mail	:	
8. Name & Designation of the Continuing Education Manager	:	
a. Telephone No.	:	
b. Mobile No.	:	
c. e-mail	:	

Signature of the C.E. Manager

Signature of the Principal

Place:

Date:

(Office Seal)



GOVERNMENT OF KERALA

Abstract

Higher Education -Center For Continuing Education Kerala-Establishing sub centres of the C.C.E.K at the Vocational Higher Secondary Schools in the state-Sanction accorded-Orders issued.

HIGHER EDUCATION (L) DEPARTMENT

G.O. (Rt.) No: 523/2014/H.Edn

Dated, Thiruvananthapuram, 12.03.2014

Read:-1.Letter No.CE/C/4717/2013 dated 3.12.12 from the Director Centre For Continuing Education Kerala.

2.Letter No.C1/14446/13 dt 21.2.14 from the Director Vocational Higher Secondary Education

ORDER

The Director C.C.E.K has requested Government to issue orders extending the Continuing Education programmes to the V.H.S.E Schools in the State by establishing sub centres of C.C.E.K. so that students passing out of VHS Schools will get more practical knowledge in the relevant area of their studies and get more employability.Government have examined the matter in detail in consultation with the the Director of Vocational Higher Secondary Education and are pleased to issue sanction for extending the Continuing Education programmes by establishing sub centres of C.C.E.K in the V.H.S.E Schools in the State

(By order of the Governor)

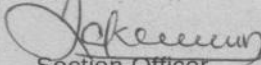
Varghese S

Deputy Secretary to Government

To

- ✓ The Director, Center For Continuing Education Kerala,Thiruvananthapuram
- The Director, Vocational Higher Secondary Educatio,Thiruvananthapuram
- The Director of Public Instruction,Thiruvananthapuram
- The Accountant General (Audit) Kerala Thiruvananthapufram
- The Accountant General(A&E)Kerala Thiruvananthapufram
- Stock File/Office Copy.

Forwarded / By Order


Section Officer