



**CENTRE FOR CONTINUING EDUCATION KERALA
THIRUVANANTHAPURAM**

(Established by the Government of Kerala)
(Reg No: T 806 of 1998)

**Memorandum of Association
and**

Rules and Regulations

(Incorporating amendments as per
G.O.(MS) 18/2000/H.Edn. dated 11/02/2000
and G.O(MS) 178/2000/H.Edn. dated 17/11/2000)



GOVERNMENT OF KERALA

Abstract

Education-Technical – Continuing Education Programme
- Formation of a Society – Sanction Accorded - Orders
issued.

HIGHER EDUCATION (L) DEPARTMENT

G.O.(MS) No. 9/98/H.Edn. Dated: Thiruvananthapuram, 03/02/1998

Read: 1. G.O. (MS) No. 131/92/H.Edn. dt.30.07.92.
2. Lr.No. CCPC/Reptn./96 dt. 13.3. 96 from the
CCPC, Canada India Institutional Co-operation
Project.

ORDER

As per Government Order read as first paper
above, Government have approved a scheme for the
conduct of Continuing Education Programme in
Polytechnics. The revenue so generated is used for the
developmental activities of the institutions.

Government have decided to extend the
Continuing Education Programme to Engineering
Colleges/Arts and Science Colleges also. The
programmes will be organized by a new Society, viz,
Centre for Continuing Education Kerala to be registered

under the Travancore – Cochin Literary, Scientific and
Charitable Societies Act, 1955.

Government order that such a society be
registered with registered office at Thiruvananthapuram.
Government also approve the appended Memorandum of
Association and Rules of the society.

(By order of the Governor)

N. Chandrasekharan Nair,
Principal Secretary to Government

To

The Chief Co-ordinator of Projects,
World Bank Assisted Technician Education Project,
Kaithamukku, Thiruvananthapuram.
The Director of Technical Education,
Thiruvananthapuram.
The Director of Collegiate Education,
Thiruvananthapuram.
The General Administration Dept. (SC).
The Finance Department.
Higher Education (B) Dept.
The Stock File/Office copy.

Forwarded / By order

Sd/
Section Officer

CENTRE FOR CONTINUING EDUCATION KERALA

MEMORANDUM OF ASSOCIATION

- I. Name** : Centre for Continuing Education, Kerala.
- II. (a) Registered Office** : The registered office of the Centre shall be at Thiruvananthapuram, Kerala.
- (b) Jurisdiction** : Kerala State
- III. Aims and Objectives**
1. To impart need based training to unemployed youth to increase their employability in key sectors of our economy.
 2. To offer full time, part-time, formal and non-formal programmes to upgrade the management skills to small scale business and industry.
 3. To provide special training on small business development utilizing locally available resources.
 4. To conduct vocational training to meet the specific needs of industry and business.
 5. To conduct retraining for professionals and executives in Industry, Business and Service sector so as to enable them to cop up with the fast changing technological and managerial environment.
 6. To conduct in service training to workers in the industries of organized and unorganized sectors for enhancement of productivity and equip them to meet the changes in technology.

7. To establish partnership with industries and commerce for identifying human resource requirements and training needs.
8. To make training needs analysis of specific sectors and plan and organize suitable training programmes for them.
9. To establish Centres of Excellence of Higher Education.
10. To organize need based locally relevant courses for skill development.
11. To develop and publish training materials for regular and distance education programmes.
12. To identify the areas in which distance education and open learning methods are appropriate and to design and conduct such programmes.
13. To identify the employment potential areas and to conduct competency based skill development programmes.
14. To undertake such other activities as are relevant to fulfill the objectives of the centre.

IV. The control and administration of the centre shall be vested in accordance with the rules and regulations of the centre, in the Governing Body, which consist of the following members:

01. The Minister of : Chairman Education (Ex-officio) Kerala State.

02. Secretary to : Vice Chairman
Government. (Ex-officio)
Higher Education
Dept.
Government of
Kerala.
03. Principal Secretary : Member
Planning Dept.
Govt. of Kerala.
(or his nominee)
04. Principal Secretary : Member
Finance Dept.
Govt. of Kerala
(or his nominee)
05. Director of Technical : Member
Education
Govt. of Kerala
06. Director of Collegiate : Member
Education, Govt. of
Kerala
07. Director, Centre for - Member
Continuing (Director)
Education-Kerala
08. Senior Joint Director - Member
(Poly stream)
Dept. of Technical
Education
Govt. of Kerala
09. An eminent - (To be nominated by Govt.)
educationalist
/scientist
10. Representative from - (To be nominated by Govt.)
Industry
11. Representative from - (To be nominated by Govt.)
Industry

12. Principal of a - (To be nominated by Govt.)
Polytechnic
13. Principal of an - (To be nominated by Govt.)
Engineering College
14. Principal of an Arts - (To be nominated by Govt.)
& Science College
15. Chairman - Member
Indian Society of
Tech. Edn.
Kerala Section

V. **A copy of the rules and regulations of the Centre, certified by not less than five members of the Governing Body shall be filed with the District Registrar, Thiruvananthapuram along with the Memorandum of Association. The chief Co-ordinator of Project, World Bank Assisted Technician Education Project, Thiruvananthapuram shall take necessary action for the registration of the centre under the Travancore - Cochin Literary Scientific and Charitable Societies Registration Act XII of 1955.**

We, the several members whose signatures, occupations and addresses are given here under are desirous of being formed into an Association in accordance with the provision of the Travancore - Cochin Literary Scientific and Charitable Societies Registration Act XII of 1955, in pursuance of this Memorandum of Association and in testimony of this, we have subscribed our respective names and signatures here under on this day.....

Sl. No. Name, Address and Occupation of Members Signature

01. Shri. P.J. Joseph Sd/-
Hon'ble Minister of Education
Govt. of Kerala.
02. Shri. N. Chandrasekharan Nair Sd/-
Principal Secretary (Higher
Education)
Govt. Secretariat,
Thiruvananthapuram.
03. Dr. K. Sivaraman Sd/-
Director of Technical Education
Padmavilasam Road
Thiruvananthapuram – 23.
04. Shri. Vishvanathan. C.K Sd/-
Director of Collegiate Education
Govt. of Kerala.
05. Shri. K. Vijayan, Sd/-
Senior Joint Director (Poly Stream)
Dept. of Technical Education
Thiruvananthapuram.
06. Shri. M. Madhavan Sd/-
Chief Co-ordinator of Projects
World Bank Assisted Technician
Education Project, Kaithamukku,
Thiruvananthapuram.
07. Shri. N. Ganapathi Iyer Sd/-
Joint Director
Curriculum Development Centre

**RULES AND REGULATIONS OF CENTRE FOR
CONTINUING
EDUCATION – KERALA**

**1. In these rules unless the context other wise
requires:-**

- a) The “Centre” means Centre for Continuing
Education, Kerala.

- b) The “Act” means Travancore – Cochin Literary,
Scientific and Charitable Societies Act XII of
1955.
- c) The “Governing Body” means the Governing
Body constituted for the centre under the
Articles of Association.
- d) The “Chairman” and Vice Chairman” means
Chairman and Vice Chairman of the Centre.
- e) The “Executive Committee” means the Executive
Committee constituted under the rules of the
Centre.
- f) The “Advisory Committee” means the Advisory
Committee constituted for the implementation of
Continuing Education Programmes at the
Institution.
- g) “Office” means the Registered Office of the
Centre.
- h) Words importing the singular number also
include the plural number.
- i) Words importing the masculine gender also
include the feminine gender and Vice Versa.
- j) “Month” means English Calendar Month.
- k) “Register” means Register of members of the
Centre.
- l) "Government" means Government of Kerala.

II a) Governing Body:

The Governing Body shall be constituted under
the Memorandum of Association. The Governing

Body of the Centre consists of the following members.

1. The Minister of Education Kerala State. - Chairman
2. Secretary to Government Higher Education Dept. - Vice Chairman
3. Principal Secretary Planning Dept. (or his representative) - Member
4. Principal Secretary Finance Department (or his representative) - Member
5. Director of Technical Education - Member
6. Director of Collegiate Education - Member
7. Director, Centre for Continuing Education-Kerala - Director (Member)
8. Senior Joint Director (Poly Stream) - Member
9. An eminent Educationalist/ Scientist - (To be nominated by Govt.)
10. Representative from Industry - (To be nominated by Govt.)
11. Representative from Industry - (To be nominated by Govt.)
12. One Principal of a Polytechnic - (To be nominated by Govt.)
13. One Principal of an Engg. College - (To be nominated by Govt.)
14. One Principal of an Arts & Science College - (To be nominated by Govt.)
15. Chairman - Member

Indian Society of Tech.Edn.
Kerala Section.

- b) The term of members of Governing Body including office bearers shall be two years.
- c) It shall be open to the Government to terminate the term of office of any member of the Governing Body at any time and appoint another in his place.
- d) Membership of those appointed to the Governing Body by virtue of the offices they hold shall terminate when they cease to hold that office.

III. **Powers, Duties and Functions of the Governing Body.**

- a. All properties movable, immovable or any other kind belonging to the centre shall vest in the Governing Body.
- b. The business and affair of the centre shall be carried on and managed by the Governing Body.
- c. Governing Body shall have all such powers and perform all such functions as are necessary or proper for the achievement or furtherance of the objectives of the centre.
- d. Without prejudice to the generality of the foregoing provisions, the Governing Body shall have the following powers and rights:
 1. To lay down general policy to be followed by the centre in implementing its objectives and functions.
 2. To consider and approve the programmes to be under taken in each financial year by the centre and to lay down the general guidelines for the functioning

of Institution Programme Implementation Unit.
(I.P.I.U.)

3. To consider and approve the annual budget of the centre.
4. To appoint sub-committee as may be required for fulfilling the various objectives of the centre.
5. To appoint standing committees and delegate powers to such committees.
6. To make rules and bye-laws for the conduct of the affairs of the centre and to add, amend, vary or rescind them from time to time.
7. To deal with any property belonging to or vested in the centre in such a manner as the centre may deem fit for advancing its objectives.
8. To consider and approve with or without modification the annual accounts of the centre.
9. To assign from time to time such functions and duties and delegate such powers as it may deem fit to the Executive Committee or to the Sub-committee or to the Director, Centre for Continuing Education-Kerala.
10. To maintain a fund to which shall be credited all moneys provided by the Central/State government, all moneys received by the centre by way of grants, loans, gifts, donations, benefactions, bequests or transfers and all moneys received by the centre in any other manner or from any other source and to operate the accounts.
11. To appoint auditors for the audit of the accounts of the centre and forward to the Government, the

balance sheet and income and expenditure accounts of the centre as certified by the auditor.

12. To exercise control and discipline over employees of the centre, including power of dismissal.
13. To establish sub-centres and to frame rules and regulations for their functioning.
14. To perform all such acts and do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objectives of the centre.
15. To delegate powers to the Director, Centre for Continuing Education-Kerala including operation of any current / S.B. Account with any bank or treasury as may be decided by the Governing Body.
16. To raise resources through loans, or grants to achieve the objectives of the Centre.

IV. **Meeting, Quorum and Voting**

1. The Governing Body shall meet atleast once in a year.
2. The members shall be given a notice of not less than 15 days for a meeting of the Governing Body, along with agenda and notes.
3. The meetings of the Governing Body shall be convened by the Director, Centre for Continuing Education-Kerala as and when necessary, or on a requisition signed by not less than 3 members of the Governing Body.
4. The quorum for the meeting of the Governing Body shall be five members.

- 5 The Chairman will preside over the meeting. In his absence, the Vice Chairman will preside. In the absence of both the members present at the meeting will elect one from among themselves to preside over the meeting.
- 6 In case of difference of opinion among the members on a matter, the opinion of the majority shall prevail. In case of a tie, the Chairman/member presiding will have a second or casting vote.

V. A. The Executive Committee (7 Members)

- a) There shall be an Executive Committee consisting of 7 members composed of the following officers.
 1. Secretary to Government, Higher Education: Chairman
 2. Principal Secretary to Government, Finance Dept. or his nominee.
 3. The Director of Technical Education, Government of Kerala.
 4. The Director of Collegiate Education, Government of Kerala.
 5. Director, Centre for Continuing Education - Kerala.
 6. An Eminent person to be nominated from among scientists/technologists /industrialists
 7. An Eminent person to be nominated from among scientists/technologists /industrialists
- b) The Executive Committee shall meet as often as if necessary but not less than four times a year.
- c) The quorum of the Committee shall be three (3).

- d) Any temporary vacancy of the members of the Committee shall not in any way invalidate the decisions or actions taken by the Committee.
- e) Any resolution except such as may be placed before the meeting of the Committee, may be passed by circulation among all its members and any resolution so circulated and adopted by a Majority of members who have signed their approval of such resolution shall be as factual and binding as if such resolution been adopted at a meeting of the Executive Committee

B) Rights, Powers and Functions of the Executive Committee

Subject to the provisions of these Rules and Regulations, the Committee shall have the following functions, rights and powers:

1. To direct, supervise and control the affairs of the centre and of its income and property as per the policies and principles laid down by the Governing Body.
2. To appoint from time to time such of the officers and other employees and on such terms and conditions as it may deem fit for carrying on the management activities and other affairs of the centre.
3. To maintain proper books and accounts supported by necessary vouchers and other relevant records and to prepare the annual statement of accounts of the Centre.
4. To exercise control and discipline over the employees of the Centre including the power of dismissal.

5. To propose bye-laws for any of the matters for which they may be made for consideration and adoption by the Governing Body.
6. To appoint, if it deems fit, delegates to represent the Centre in conferences, seminars, etc.
7. To publish and or to finance the publication of reports, brochures etc. In accordance with the objectives of the Centre given in the Memorandum of Association and to sell or arrange for the sale of them as it may deem fit, from time to time.
8. To establish and maintain infrastructure facilities, needed for the Centre including rights to alter or improve them and to equip them suitably.
9. To purchase all such articles and materials including scientific equipment and machinery and exhibits as may be needed for the Centre and its functions.
10. To appoint from time to time, such committees including, if need be, persons other than members of the Committee and to assign there unto such duties and functions as it may deem fit.
11. To institute and award Scholarship/Prizes/ Trophies or other monetary assistance on such terms and conditions as it may prescribe in areas related to its activities.
12. To arrange, for the audit of accounts of the Centre annually by auditors appointed by the Governing Body.
13. To present every year to the Governing Body an annual reports on the working of the Centre for the consideration of the Governing Body.
14. To perform all such acts and duties and exercise all such powers as may be delegated or assigned to it by the Governing Body.
15. To sanction lecturers, workshops and suitable Education programmes in such manner as it may deem fit from time to time.
16. To convene meeting of the Governing Body as and when necessary.
17. To meet the expenses of the centre including expenses incurred in the exercise of its powers and discharge of its functions out of the fund.
18. To pass and admit all the vouchers of expenditure of the centre. The cash books, accounts and vouchers shall be maintained by the Director of the centre. The Director shall present the vouchers and expenditure before the Executive Committee.
19. To correspond with scholars, institution and organization and to co-operate with them in matter relating to the work of the centre. The Director, Centre for Continuing Education-Kerala shall correspond for and on behalf of the centre.
20. To publish books, periodicals, reports and other literature and sell or arrange for the sale of them as it may deem fit from time to time.
21. To arrange for the documentation of such material in development problems and allied fields, as it may deem fit from time to time.
22. To purchase all such articles and materials as may be needed for the centre and its work.

C) Office Bearers of the Centre

01. The Chairman : The Minister for Education, Kerala State shall be the Ex-Officio Chairman
02. Vice Chairman : Secretary to Govt., Higher Education Department, Govt. of Kerala shall be the Ex-Officio Vice Chairman
03. Director, Centre for Continuing Education - Kerala : An officer with sufficient teaching and administrative experience be nominated/ appointed by Govt. as Director of Centre for Continuing Education, not below the rank of Joint Director /Professor.

D) Rights, Duties and Powers of the Office Bearers

- a) The Chairman : To preside over the Governing Body and to exercise such rights powers as provided by the rules and regulations.
- b) The Vice-Chairman : To preside over the meeting of the Governing Body in the absence of Chairman. To preside over the Executive Committee Meeting and to exercise such rights and powers as provided by the rules and regulations.
- c) The Director, Centre for Continuing Education-Kerala : There shall be a Director, Centre for Continuing Education-Kerala who shall be the Ex-Officio Treasurer and Secretary of the Centre. He shall have the following powers:

1. He shall be the Chief Executive Officer of the Centre.
2. He shall be the Custodian of records of the Centre and other property as the Executive Committee, Governing Body may commit to his charge.
3. He shall conduct official correspondent and to sign all documents on behalf of the Executive Committee/Governing Body of the Centre.
4. He shall prepare and present the annual budget of the Centre for the consideration and approval of the Executive Committee and the Governing Body.
5. He shall submit proposal from time to time for the fulfillment of objectives and performance of functions of the Centre for consideration and sanction of the Executive Committee/ Governing Body and on their approval to implement them.
6. He shall issue notice for all meeting of the Governing Body and the Executive Committee.
7. He shall keep the minutes of meeting of the Governing Body and of the Executive Committee.
8. He shall sanction expenditure for the conduct of the programmes and activities of the Centre, Contingencies, Supplies and Services and purchase of articles, Equipments and machinery for the working of the centre subject to the financial provisions in the budget and subject to the limits to which he may be authorized to sanction expenditure on single items by the executive committee.
9. He shall enter into contracts on behalf of the Centre, with any agency for any matter relating to the functions and needs of the Centre subject to

the approval of the Executive Committee/Governing Body.

10. He shall constitute, by nomination, Committees and cells of academic, scientific or technical personnel for formulation and implementation of the programmes of the Centre as and when necessary with the approval of the Executive Committee, and sanction expenditure for their T.A. and D.A. sitting fee and honorarium at the rates determined by the Executive Committee.
11. He shall open and operate Bank accounts, Treasury deposits account on behalf of the Centre.
12. He shall assign from time to time such functions and duties as he may deem necessary, to other officials of the Centre whom he may consider fit for proper working of the Centre.
13. He shall perform all such acts and duties and exercise all such powers under these regulations and bye-laws of the Centre and also those which may be delegated or assigned to him by the Executive Committee/ Governing Body/ Government from time to time.
14. He shall receive the proposals for starting the Continuing Education Programmes from the Sub-centres and issue necessary sanctions for the conduct of the Courses.
15. He shall issue necessary sanction for the proposals of the expenditure upto Rs.5.00 lakhs received from the Sub-centres for expenditure, above Rs.5.00 lakhs the sanction from the Executive Committee shall be obtained.

a) The funds of the Centre shall consist of the following:

- 1 Grant from Government, the Government of India and from any other State Government.
- 2 Grants and contributions from National and International agencies, Corporate bodies, Institutions and persons.
- 3 Fees, rentals and charges realizable in respect of conducting training programmes and consultancy work executed by the centre.

b)

- 1 Once in every year, the Director, Centre for Continuing Education-Kerala shall prepare budget of the estimated income and expenditure of the Centre and place it before the Governing Body Meeting for consideration and adoption and obtain the approval of the Government.
- 2 Once in every year the accounts of the Centre shall be audited by the auditors appointed by the Governing Body for the purpose.
- 3 A statement of the accounts so audited together with the comments thereon of the auditors shall be placed before the Governing Body as far as practicable, at its annual meeting convened within six months after the cease of every financial year, and if the statement of the audited accounts be not ready by the date of the annual meeting, it should be placed before the Governing Body at a subsequent meeting, called for the purpose before the next annual meeting. The audited accounts together with the comments thereon of the Governing Body, shall be sent to

E. Funds and Budget

the government within three months of the meeting which considered the audited accounts.

any of them but shall be dealt with in such manner as the Government may determine.

F. Amendments

Amendments to the Rules and Regulations may be made by the Governing Body by a majority decision of the members present and voting at the meeting concerned for the purpose, provided that the number of members present and voting at that time be not less than two-third of the total number of members in the Governing Body. The implementation of the Amendments shall be done after approval from the Government.

G.

- a) Notwithstanding anything herein contained, the Government may from time to time issue such decisions or instructions as the Government may consider necessary in regard to the conduct of the affairs of the centre or regarding any other matter pertaining to the management or administration of the centre. Government may in like manner vary or annual any such directions or instructions and Governing Body and the Executive Committee shall comply with such directions or instructions.
- b) In case the Government find the Centre is not functioning properly the Government shall have the power to take over the administration and all assets of the Centre and conduct the functioning of the centre as the Government may decide.
- c) If, on the winding up or dissolution of the society, there shall remain, after satisfaction of all its debts and liabilities, and assets and property, whatsoever, the same shall not be paid to or distributed among the members or the Centre or

RULES AND REGULATIONS OF STARTING SUB CENTRES

- I. For the effective implementation of the Continuing Education Programmes, Sub-Centres shall be started in Engineering Colleges, Polytechnics and Arts and Science Colleges. The Principal, of the above institutions shall prepare necessary project report and forward it to the Director, Centre for Continuing Education Kerala, IV Floor, Rema Plaza, S.S. Kovil Road, Thampanoor, Thiruvananthapuram-1**

II. Advisory Committee

An Institution Programme Implementation Unit (IPIU) consisting of Principal, Head of Departments/Senior Faculty and Manager shall be formed for the effective implementation of the programmes. Principal shall be the President of the Committee. The President shall nominate a senior faculty not below the rank of Lecturer as 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. The duties and responsibilities of the office bearers of the Sub-Centre are given below.

III. Duties and Responsibilities of the President

- a) He shall appoint the Manager, Course Co-ordinator and supporting staff of the sub-centre with the prior approval of the Centre.
- b) He shall co-ordinate all activities of the Sub-centre.

- c) He shall correspond with the Director, of the Centre for Continuing Education, Kerala in all matter regarding the Sub-centre.
- d) He shall prepare the prospectus for the courses, give notification in dailies and admit candidates for the various programmes conducted at the Sub-Centre.
- e) He shall be responsible for the implementation of the rules and regulations issued by the Executive Committee or the Director, Centre for Continuing Education-Kerala from time to time for the effective functioning of the Sub-centres.
- f) The President shall verify the accounts daily. He shall be responsible for the proper maintenance of Cash book and other registers.

IV. Duties and Responsibilities of Manager

- a) The manager shall prepare the project report of courses to be started in the Sub-centre in consultation with the President.
- b) He shall initiate and Co-ordinate all activities connected with the courses such as title, intake, duration fees etc. in consultation with Advisory Committee.
- c) He shall prepare all papers required for notification, calling for application, scrutiny for application, interview, selection etc., in consultation with the President.
- d) He shall arrange the Guest faculty, infrastructure facilities and other teaching aids in consultation with the President.

- e) The Manager shall be responsible for the maintenance of accounts, registers etc. and submit them for verification daily to the President.
- f) The terms of the Manager shall be two years.

V. Duties and Responsibilities of Course Co-ordinator

- a) Preparation of syllabus and co-ordinate the conduct of regular classes and training of the concerned course/programme.
- b) Maintenance of attendance registers of staff and trainees, conduct tests etc.
- c) The term of the course coordinator shall be till the end of that particular course for which he/she is the coordinator.

VI. Duties and Responsibilities of Ministerial Staff/ Supporting Staff

- a) Assist the Manager, President in issuing the application forms, scrutiny, collection of fees etc.
- b) Remit the savings to the Bank account of the Continuing Education Cell, withdrawal of money from Bank, maintenance of registers of Continuing Education Cell, Cash book etc.

VII. Remuneration to Staff

- a) The remuneration to the President (Principal) will commensurate with the work, the number of courses conducted and income generated and will be fixed by the Centre.

- b) The remuneration to the Manager will also commensurate with the work, the number of courses conducted and the income generated and will be fixed by the Centre.
- c) The remuneration to the course Co-ordinator will also commensurate with the work, the number of courses conducted and the income generated and will be fixed by the Centre.
- d) The remuneration for Ministerial staff will also commensurate with the work, the number of courses conducted and the income generated and will be fixed by the Centre.

VIII Financial Policy

The Continuing Education Sub-centre shall generate revenue by conducting Continuing Education courses, Testing and Consultancy Services and providing services as maintenance and repair of equipments etc. This policy aims at the proper use of the generated revenue for the overall development of the institution.

- a) Sources of revenue:
 - 1) Course fee
 - 2) Application and Admission fee
 - 3) Job works
 - 4) Testing & Consultancy
 - 5) Equipment Repair Centre.
- b) Expenses:
 - 1) Salary
 - 2) Operational Expenses
 - 3) Equipment, Apparatus
 - 4) Students & Staff welfare
 - 5) Institutional Development
 - 6) Repair and Maintenance
 - 7) Environmental Development

- 8) Contribution for WID activities
9) Support for Staff Development Activities.

utilized for the overall institutional Development activities as per the following guide lines.

c) Account:

The Revenue generated can be deposited in bank accounts with Nationalised Bank or Treasury saving Bank Account.

d) Method of expenditure:

Expenditure is met by withdrawals from the Bank Account through cheques.

e) Operation of Account:

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

f) Routine Expenditure:

The expenditure towards running of the Continuing Education Programme will be incurred as per the guide lines issued. The course fee, remuneration to faculty, Instructional material costs etc. will be decided by the Advisory Committee (Institution Programme Implementation Unit)

g) Profit::

The total income from a course minus the expenses towards running of the course will be the profit. The items, which constitute Income and Expenditure will be decided by the Centre. From this 25% of profit is to be remitted in "Departmental Development Funds" operated at State level by Continuing Education Centre. This will be utilized for the development activities of various institutions. This amount should be remitted to the Director, Centre for Continuing Education-Kerala, at the end of the financial year. The balance available under this scheme can be

Allocation of funds : The profit generated shall be allocated and utilized in the following manner. The allocation for each year shall be made at the beginning of the financial year (April)

Contribution to Department Development Fund	-	25%
Reserve	-	10%
Students Welfare	-	15%
Staff Welfare	-	10%
Infrastructure Development	-	20%
Women in Development	-	5%
Environment	-	2%
Repair & Maintenance	-	10%
Contingencies	-	3%

I.P.I.U. will have the discretion to alter the above suggestions to meet the local requirements.

While allotting the funds top priority will be given to the following areas

- 1) Students welfare
- 2) Staff welfare
- 3) Infrastructure development of institution.
- 4) Repair and Maintenance

While allotting funds for each activity, the following aspects will be considered.

- No. of beneficiaries
- Short term and long term gains
- Fair distribution to all sections

Institution Project Implementation Unit reserves the right to accept, reject, modify or make suggestions

for a proposal received by it. In all the cases the above criteria will be followed.

h) Accounting System

Double entry cash book system shall be followed for accounting. Separate cash book is maintained and principal will verify the cash book every day.

i) Cash in hand

The Continuing Education Manager is entitled to keep a cash of Rs. 1000/- in the Sub-centre to meet any contingent expenses. CE Manager can incur an expenditure upto Rs. 5000/- with the permission from the President (Principal). All expenses above Rs. 5000/- should get prior approval from the I.P.I.U. All expenditure above 1 lakhs prior approval should be obtained from the Director, Centre for Continuing Education - Kerala/ Director of Technical Education/Director of Collegiate Education. For expenditure above Rs. 5 lakhs prior approval should be obtained from the Executive Committee of Centre of Continuing Education. Govt. rules and regulations are to be observed for procuring stores. The account are subjected to Audit.

Guide Lines for Utilisation of Development Fund

25% of the profit made by the Sub-centres by conducting the Continuing Education Programmes shall be transferred to the Centre. The President (Principal) of the Sub-Centre shall transfer the amount to the Director, Centre for Continuing Education-Kerala at the end of the financial year. This amount shall be deposited in the Current/SB Account in a Nationalised Bank and shall be utilized for the overall development of the Centre and implementation of selected projects in different educational institutions.

Declaration

In all circumstances, the Kerala State Continuing Education Centre will be functioning in accordance with the provisions of the Travancore-Cochin Literary Scientific and Charitable Societies Registration Act. (Act XII of 1955) and all the provisions of the said Act will be applicable to the Continuing Education Centre, Kerala, Thiruvananthapuram.