

Aadhaar No.
(Attach Copy of Aadhaar)

:

Ration Card No.

:

Permanent Address

:

District

:

PIN

Address for Communication :

District

:

PIN

Whether Belongs to
BPL Category :

(Attach attested copy of BPL ration card
and original Income certificate)

Yes

No

Annual Income

:

SC

ST

SEBC

OEC

Whether Belongs to
SC/ST/SEBC/OEC Category

:

Yes

No

SC

ST

SEBC

OEC

Physically Handicapped

:

Yes

No

Educational Qualification (Attach attested copies of certificates)

Examination	Name of University/Board	Year of Passing	Percentage of Mark

Technical Education

:

Yes

No

Batch Time Preferred

:

Choice 1

Sunday

Saturday

Choice 2

Choice 3

General Rules & Regulations

1.

Students should attend their regular classes / computer lab / practical sessions etc. during the time slots allotted to them.
2.

Strict discipline in accordance with the college rules should be maintained by all students throughout the course program.
3.

Subject wise examination will be conducted, a minimum of 70% attendance is compulsory to appear in the examination. Certificate shall be issued for only who qualify in the examination.
4.

Payment of installment of fees shall be made on or before 5th of the due month. Students are not permitted to attend the classes if they have not paid the fee. In case of late payment of fees, the student should follow the policy regarding the fine.
5.

Fee once paid shall not be refunded. Fee shall be paid at the college CE - Cell office on any working day and a receipt should be obtained for the fee paid. The fee receipt should be preserved till the end of the course program. It is the responsibility of the students to update the fee card at the time of payment. Any dispute regarding the paid fee will not be considered without producing the updated fee card and fee receipt in original.
6.

A minimum of 25 students are required to commence a batch. If there is no sufficient number of students admitted for commencing a batch, they might be adjusted to next immediate available batch as per availability of seats at the students discretion or the student may be shifted to a nearest sub-centre of his choice, subject to the availability of seats or the fee collected if any will be refunded.
7.

Community certificate / income certificate issued by the competent authority should be submitted in original to the CE-Cell office before the last date, to avail fee concession in case of SC/ST/SEBC/OEC and BPL category students to be eligible for the fee concession.
8.

Students who successfully complete the assessment process of National Skill Development Corporation – TP are entitled to get NSDC certificate issued by NSDC-TP in the respective Qualification Pack in accordance with NSDC norms and conditions. Students who undergo the assessment by NSDC-TP need not pay any assessment fee or additional training fee.
9.

Once the application process is completed, the students shall collect the user ID and password from CE-Cell office for registering their names in the official website of CCEK. On completion of registration, the students are required to download the admission slip along with user guidelines and NSDC registration form from the site. The students shall return filled NSDC application form with admission slip and the user guidelines duly signed and should be submitted to CE-Cell office, having read and understood them properly. Students shall strictly adhere to the rules and regulations mentioned in the user guidelines.

Declaration

Ido hereby declare that the particulars given above are true. I also agree to abide by the rules and regulations of the Centre for Continuing Education Kerala.

Place:

Date:

Signature of the candidate

(If any of the particulars furnished above are found to be false, the admission is liable to be cancelled and fee will not be refunded)