



## CENTRE FOR CONTINUING EDUCATION KERALA

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No. CE/C/3666/2013

04/11/2013

From

The Director

To

The Principal,  
MES College  
Marampally

Madam/Sir,

Sub:- Centre for Continuing Education Kerala - extending the DCA programme to new sub-centres - request for establishing new sub-centres - regarding.

Centre for Continuing Education Kerala [CCEK] under the administrative control of the Higher Education Department is organizing Continuing Education Programmes through its sub-centres established in Polytechnic, Engineering and Arts & Science Colleges across the State.

The course Diploma in Computer Applications (DCA) of CCEK is approved by Government of Kerala vide GO(Ms)No.37/2012/P&ARD dated.16/7/2012 of the Personnel and Administrative Reforms Department, Government of Kerala as a qualification for appointments through Kerala PSC. Considering the wide spread demand for the course, CCEK proposes to offer the DCA course across the state by establishing new sub-centers among the Arts & Science Colleges.

CCEK will organize the course, conduct the examinations and issue certificates to the successful candidates in a standardized pattern. Detailed guidelines regarding the methodology of implementation of the programme with the duties and responsibilities of each stakeholder in the programme is enclosed for your kind perusal.

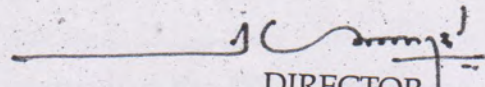
To Principal  
It can be established  
in our college  
the number  
m/h  
20/11/13

CCEK will provide necessary support to the sub-centres for the effective implementation of the programme. New programmes of potential demand among the industry and increased employability chances will be organized shortly. It will be introduced as soon as the programmes are finalized and got approved.

Your college has been identified as one of the institution for offering the course. If you desire to become a part of the project, we earnestly request you to take urgent necessary steps to register your institution as a sub-centre of CCEK at the earliest. A copy of the application form for registration of the sub-centre is enclosed.

*In case any further clarification is required, please feel free to contact the undersigned or Shri. Sudhir N., State Coordinator for the CE Programmes, at Phone : 0471-2313065/2311654 (Office), 9847927494 (Mobile) e-mail : statecoordinatorccek@gmail.com.*

Yours faithfully

  
DIRECTOR

Enclosure: 1) Detailed guideline of the programme  
2) Application form for registering the sub-centre