

# GOVERNMENT OF KERALA

## Abstract

Education- Technical- Kerala State Audio Visual and Reprographic Centre- Training Course- Advanced Certificate Course in offset printing- conduct of the course and Examination- Sanction accorded.

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HIGHER EDUCATION (G) DEPARTMENT

G.O.(Rt) No. 956/94/ HEdn. Dated: Thiruvananthapuram, 14.6.1994.

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Read:- 1. Lr. No. KSAVRC/ 199/93 dt. 3.8.93 from the Ex. Director, Kerala State Audio Visual & Reprographic Centre, Thiruvananthapuram.

2. Lr.No.11-39480/93/ DTE.dt. 3.11.1993 from the Director of Tech. Education, Thiruvananthapuram.

### ORDER

Sanction is accorded to the Executive Director, Kerala State Audio Visual & Reprographic Centre, Thiruvananthapuram to conduct Advanced Certificate Course in Offset Printing.

2. Sanction is also accorded to the Director of Technical Education for the conduct of examination of the above course on the following conditions:-

1. Kerala State Audio Visual & Reprographic Centre will take up the organization and administration of the course.

2. The controller of Technical Examinations will conduct the Examinations of the course and award the certificate.

3. The state Government will not meet any expenditure on this scheme on any account.

4. The expenditure, if any to be incurred by the Controller of Technical Examinations for the conduct of the examinations and award of the certificates will be born by the organizers.

5. The Course content, scheme of examination and the rules and regulations as furnished by the Executive Director, Audio Visual & Reprographic Centre can be accepted.

6. Director of Technical Education will take immediate action to \_\_\_\_\_ the proposal before the state Board of Technical Education for their notification.

(By Order of the Governor)

N. CHANDRASEKHARA PILLAI  
JOINT SECRETARY OF GOVERNMENT.

To

The Programme Director, Kerala State Audio Visual & Reprographic Centre, Thiruvananthapuram.

The Director of Technical education, Thiruvananthapuram.

Forwarded /By Order

Section Officer.

STATE AUDIO-VISUAL AND REPROGRAPHIC CENTRE  
Thiruvananthapuram -24

Advanced Certificate Courses in Offset Printing

**Rules and Regulations**

**1. Duration of the Certificate course**

The certificate course will be of six months duration

**2. Medium of Instruction**

The Medium of instruction of all the theory and practical training courses shall be English.

**3. Qualification and method of selection**

Those students who have passed the 10<sup>th</sup> class examination (SSLC) held by the Kerala State Board of Secondary Education or any other examination recognized as equivalent thereto will be eligible to seek admission to the above Certificate course. Preference will be given to Certificate holders in Printing Technology.

**4. Training period**

- a) The training period shall consist of 6 months including the period of examination and holidays.
- b) The training will be purely practically oriented
- c) The hours of instruction will be 15 hours per week.

**5. Attendance**

- a) Minimum attendance for obtaining eligibility to sit for the theory and practical examination will be minimum of 80% attendance.
- b) Condonation of attendance shortage up to 15% will be allowed in exceptional circumstances.

**6. End Examination**

There will be an end examination conducted by the Kerala State Audio-Visual and Reprographic Centre and State Board of Technical Education as per the Scheme of Examination. The time table for the examination will also be informed to the trainees ahead of their conduct.

**7. Minimum marks for pass**

A candidate must score a minimum of 40 & marks in the end examination (both theory and practical) and 50% of the aggregate marks to secure a pass in the examination.

**Scheme**

Sl.No	Subject	Total Training hours			Evaluation (Marks)		
		Theory	Practical	Total	Written	Practical	Total
1	Reproduction Camera	15	75	90	50	200	250
2.	Plate making	20	75	95	50	200	250
3	Offset Printing	25	120	145	100	300	400
4	Viva Voce					100	100
		60	270	330	200	800	1000

S. SALIM  
Executive Director  
Kerala State Audio-Visual  
And Reprographic Centre,  
Thiruvananthapuram.

## **GOVERNMENT OF KERALA**

### **Abstract**

Education-Technical- Kerala State Audio Visual and Reprographic Centre-Starting of Certificate course sanction recorded.

### **HIGHER EDUCATION (G) DEPARTMENT**

G.O (Rt)986/94/Hedn. Dated, Thiruvananthapuram, 21.06.'94

Read: Lr. No. KSAVRC/1008/94 dt. 04.06.'94 from the Executive Director, KSAVRC.

### **ORDER**

Sanction is accorded to the Executive Director, Kerala State Audio Visual and Reprographic Centre to start the following certificate courses

1. Six months certificate course in computer and DTP Operation
2. Six months certificate course in Office Automation and salesmanship
3. Six months certificate course in Electronic Typewriting, word processing and Data Entry Operation.

These courses will be conducted in the sub Centres at Kozhikode, Thrissur and Thiruvananthapuram, subject to the rules and regulations, syllabi etc. and also subject to the following conditions.

1. Kerala State Audio Visual and Reprographic Centre will take up the organization and administration of the courses.
2. The controller of Technical Examinations will conduct the examination of the courses and award the Certificate.
3. The state Government will not meet any expenditure on this scheme on any account.
4. The expenditure if any to be incurred by the Controller of Technical Examinations for the conduct of the Examinations and award Certificates will be born by the organizers.
5. The Courses will be conducted as per the course content, scheme of expanded the rules and regulations and furnished by the Executive Director, Kerala State Audio Visual and Reprographic Centre.

The Director of Technical Education will take immediate action to place the proposal before the State Board of Technical Education for their ratification.

(By Order of the Governor)

N.CHANDRASEKHARA PILLAI  
Joint Secretary to Government.

To  
The Executive Director, Kerala State Audio Visual and Reprographic Centre.

**KERALA STATE AUDIO-VISUAL AND REPROGRAPHIC CENTRE**

**THIRUVANANTHAPURAM**  
**Certificate Course in**  
**Office Automation and Salesmanship**

**Rules and Regulation**

1. Duration of the Certificate Course

The Certificate will be of six months duration after a pass in S.S.L.C. Examination.

2. Medium of Instruction

The medium of instruction of all the theory and practical subjects shall be English.

3. Procedure for Selection

Those students who have passed the 10<sup>th</sup> class examination (SSLC) held by the Kerala State Secondary Educations Board or any other examination recognized as equivalent thereto by the State Board of Technical Education Kerala State will be eligible to seek admission to the Certificate Course. Preference will be given to Graduates, Diploma Holders in Commercial Practice, Certificate Holders in Typewriting (Lower) K.G.T.E.

4. Training Period

The training period will be six months including the period of examination.

5. Attendance

(a) A candidate must secure a minimum of 80% attendance to secure the eligibility to sit for examination.

(b) Condonation of attendance shortage upto 15% will be allowed in exceptional circumstances

6. Award of Internal Assessment Marks

(a) In respect of theory subjects the award of sessional marks will be based on tests, assignments and attendance in the proportion of 40% for tests 40% for assignments and 20% for attendance. There will be a minimum of five tests and the best four of the 5 taken for final sessional marks. In the case of assignments, there will be a minimum of five assignments with all the five taken into account for the final sessional marks.

(b) The teachers will maintain record of all marks awarded in respect of internal assessment.

(c) In respect of practicals the internal assessment shall be made based on field work/laboratory exercises conducted.

(d) The students are required to keep a record of all their laboratory exercises performed by them in the form of a laboratory record. This record has to be authenticated by the teacher-in-charge of the laboratory and certified as the bonafide record of the work done by the student by the Training Officer before he is presented for the practical examinations. No student will be permitted to take any practical examination without this bonafide certificate.

7. End Examination

(a) There will be an end examination conducted by the Kerala State Audio-Visual and Reprographic Centre and State Board of Technical Education as per the Scheme of Examination. The time table for the examination will also be informed to the trainees ahead of their conduct.

(b) The questions for Theory paper will consists of the following parts.

Part – A. For a maximum of 40 marks containing objective type test items (multiple choice, matching and fill up the blanks, etc.) The whole subject area will be covered in these items.

Part – B. For a maximum of 60 marks consisting of 10 questions of 6 marks each. The whole subject area will be covered in these items.

(c) For practical examinations the State Board of Technical Education will appoint Chief Examiners who will set a paper consisting of practical exercises.

#### 8. Minimum for pass

(a) A Candidate must secure a minimum of 40% marks in the end examination (both Theory and Practical) and 50% aggregate marks to secure a pass in the examination.

#### **scheme**

Sl. No	Subject	Total Training Hours			Evaluation (Marks)			
		Theory	Practical	Total	Written	Practical	Internal Assessment	Total
1	Office Automation Equipments (Part I) a) Electronic Typewriter b) Photocopier c) Fax d) Data Entry Operation	30	70	100	100	200	50	350
2.	Office Automation (Part II) Computer a) Wordstar b) Data Entry Operation	30	110	140	100	200	50	350
3.	Saleman ship and Marketing (Part III) a) Saleman ship b)	50	10	60	100	-----	50	150

4	Marketing Field work and Vivavoce		10	10	---	100	50	150
	Total	110	200	310	300	500	200	1000

9. Classification of Successful candidate

(a) A candidate shall be declared to have passed the certificate course only if he/she has secured a pass in all the theory and practical subjects.

(b) There will be 3 classes of passed candidates namely:

First Class with distinction

First class and Second class.

(c) The division in which a candidate will be placed will be as follows:

75% and above : First Class with distinction

60% and above but below 75% : First Class

All other successful candidates : Second Class.

S.SALIM  
Executive Director  
Kerala State Audio Visual and  
Reprographic Centre  
Thiruvananthapuram

**GOVERNMENT OF KERALA**  
**Abstract**

Higher Education Department- Kerala State Audio Visual and Reprographic Centre-  
Training- Discontinuation of six months certificate course and conducting one year  
certificate course in Offset Printing Technology—Orders issued

HIGHER EDUCATION( K) DEPARTMENT  
G.O.(Rt) NO: 1478/ 05/ H.Edn. Dated, Thiruvananthapuram 31.08.2005.

Read: 1. Note No. KSAVRC/A2/304(2)/03 dated 24.11.2003 from the Managing Director,  
Kerala State audio Visual and Reprographic Centre  
2. Letter No. C4/2023/04/DTE dated 19.7.2005 from the Director of Technical Education.

**ORDER**

As per the note and read first above Managing Director, Kerala State Audio Visual  
and Reprographic Centre has forwarded proposals to Government requesting to upgrade  
the 6 months certificate course in Offset Printing Technology to one year certificate  
course. Government has examined the matter in detail and is pleased to issue orders to  
discontinue 6 months certificate course in Offset Printing Technology. The Director of  
Technical Education will conduct examination for the one year certificate course in Offset  
Printing Technology once in a year.

BY ORDER OF THE GOVERNOR,  
B.SREEDEVI  
Deputy Secretary to Government

To  
The Managing Director,  
Kerala State Audio Visual and Reprographic Centre,  
Thiruvananthapuram.  
Director of Technical Education, Thiruvananthapuram  
The Principal Accountant General (Audit) Kerala, Thiruvananthapuram  
The Accountant General (A&E) Kerala, Thiruvananthapuram  
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FORWARDED/BY ORDER,

Section Officer.

**CERTIFICATE IN OFFSET PRINTING TECHNOLOGY**  
**SCHEME OF STUDY**



**Semester - I**

Code .No	Subject	Theory Hrs/week	Practical Hrs/week	Marks		Total
				Internal	Written	
CPT 101	Theory Computer Typesetting Image Generation and Colour Scanning	3.0		50	100	150
CPT 102	Printers Chemistry and Basic Engineering	3.0		50	100	150
CPT 103	Practical Dummy Preparations and Type setting	-	6.0	50	100	150
CPT 104	Printers Chemistry and Basic Engineering		6.0	50	100	150
	Total	6.0	12.0	200	400	600

**Semester II**

Code No	Subject	Theory Hrs/week	Practical Hrs/week	Marks		Total
				Internal	Written	
CPT 201	Theory Designing and Image Developing	3.0		50	100	150
CPT 202	Machine work and Finishing	3.0		50	100	150
CPT 203	Practical Place Making and Camera work	-	3.0	50	100	150
CPT 204	Machine work and Finishing		6.0	50	100	150
CPT 205	Project work record		2.0	100	50	150
CPT 206	Seminar		1.0	50		50
	Total	6.0	12.0	350	450	800

**RULES & REGULATIONS FOR EXAMINATIONS AND PROMOTIONS**

1. The Examination will be conducted by the Controller of Technical Examinations, Directorate of Technical Education, Thiruvananthapuram at the end of each semester.
2. The course fee should be remitted within the date announced by the Controlling Officer. Otherwise a superfine of Rs.25/- will be imposed for every fortnight.
3. Candidate will be given 3 chances including the Regular Examinations. If even after the 3 chances he or she fails to get pass mark in the subject, he or she has to appear for the exam in the subject or in the subject declared as equivalent, as per the revised syllabi either by attending classes conducted by the centre or by self study.
4. Candidates for the certificate in offset Printing Technology Examination must have completed the respective course of study acquiring not less than 80% of attendance in each semester.
5. Shortage of attendance up to 15% can be condoned as per existing rules in deserving cases on payment of prescribed condonation fee on the recommendation of the Managing Director, Kerala State Audio and Reprographic Centre, Thiruvananthapuram.
6. No candidate will be eligible to register for any semester examination unless he/she secure a minimum sessional mark of 50% in each subject in the semester.
7. The candidate should repeat the entire semester if he/she fails to fulfill the above conditions even in one subject.
8. The candidate should have registered for the first semester examination to undergo the second semester.
9. Candidate will not be allowed to appear for examination piecemeal. If in case this happened, the candidate's registration shall be automatically cancelled at any stage of the examination process.
10. Supplementary examination fee Rs.200/- per paper is to be charged subject to a maximum of Rs.600/- per semester.
11. There will be provision for the cancellation of the candidature for an examination provided an application is to be given to the controller of Technical Examinations within 7 days after the conduct of last paper in the theory examination.
12. There will be provision for revaluation of answer books of theory examinations provided an application is given to the controller of Technical Examinations within 15 days after the publication of examinations results, along with the prescribed revaluation fee.
13. There will not be any revaluation for practical subjects
14. Candidates who secure not less than 40% marks in theory paper and 50% marks in practical will be declared to have passed in that paper.

15. Candidates who pass all papers of one semester and secure not less than 100 in the sessional in each subject will be declared to have passed the examinations.
16. Aggregate marks for two semesters in the first appearance will be taken for awarding class.
17. If a candidate fails in a subject and passes in the subsequent attempts, the minimum for pass in the subject will be taken into account for awarding class, irrespective of his/her actual marks.
18. Candidate who pass the second semester examinations in one sitting and secure 75% marks and above in aggregate will be placed in First Class with Distinction.
19. Candidate who pass the second semester examinations in one sitting and secure not less than 60% and below 75% will be placed in First Class.
20. Candidate who pass the second semester examinations in one sitting and secure not less than 50% and below 60% will be placed in Second Class.
21.
  - a) All other candidates who pass will be placed in the pass class.
  - b) If a candidate fails in second semester, and has secure not less than 60% marks in the second semester, he/she has the option to write the failed subjects alone or repeat the final examination in full in the next chance. In the latter case the candidate is eligible for First Class / Distinction as the case may be depending upon the marks secured in the second attempt. In the former case the student will be placed in pass class only if he/she passes the examination.
22. If a candidate discontinues the course, after completing one semester and then leaves the course, he or she shall be considered for the award of Certificate in Printing Technology only if he or she shall complete the course within a span of 3 Years, from the date of his or her absence from the course.