



**CENTRE FOR CONTINUING EDUCATION KERALA**  
Anathara Lane, Charachira, Kowdiar P.O, Thiruvananthapuram

**PROCEEDINGS**

Centre for Continuing Education Kerala, Thiruvananthapuram – Use of Reading Room and Library facility for outside students at KSCSA Centres – Revision of fee – Sanctioned – Orders issued.

**SECTION B**

No: CE/B/3398/2022

Thiruvananthapuram, Dated : 26/02/2026

- Read : 1) Proceedings No. 84/2023/CCEK dated 10.02.2023.  
2) Proceedings No. 595/2025/CCEK dated 06/12/2025.  
3) Decision No.41.11 of the minutes of the 41<sup>st</sup> Executive Committee meeting held on 08/01/2026.

**ORDER No. 115/2026/CCEK**

As per the decision No. 41.11 of the minutes of the 41<sup>st</sup> Executive Committee meeting held on 08/01/2026 read as 3<sup>rd</sup> paper above, it has been decided to enhance the monthly fee for using Air Conditioned Reading rooms of Kerala State Civil Service Academy centres to Rs.3,000/- + GST for outside students & Non Air Conditioned Reading Room to Rs.2,000/- + GST. The Executive Committee also enhanced the monthly fee for using Library to Rs.2,000/- + GST for outside students in Kerala State Civil Service Academy Centres and also decided to explore the possibility of extending such facilities to students / aspirants studying for CUET, UGC (NET), JRF, etc.

2) Hence sanction is hereby accorded for using the Library and Reading Room facilities of KSCSA Centres to the students and aspirants preparing for **CUET, UGC (NET), JRF**, exams conducted by UPSC, PSC, IBPS ,RRB, SSB and other competitive examinations subject to the availability of space and other conditions mentioned hereunder with immediate effect,

• **Reading Room (for outside students):-**

1	For A/C Reading Room	Caution deposit - Rs.1,000/- Monthly fee - Rs.3,000/- + 18% GST = Rs.3,540/-
2	For Non- A/C Reading Room	Caution deposit - Rs.1,000/- Monthly fee - Rs.2,000/- + 18% GST = Rs.2,360/-

• **Library (for outside students for taking books to home)**

Caution Deposit	- Rs.2,000/-
Monthly Fee	- Rs.2,000 + 18% GST = Rs.2,360/-

- i) Outside students can utilize the Library and Reading Room after remitting the above required amount for preparation during the regular working hours.
- ii) All students are required to maintain strict discipline and adhere to the library rules and regulations.
- iii) The students of **current Academic Year undergoing Civil Service Coaching in KSCSA and students of preceding 3 years in KSCSA** who have **not refunded the Caution Deposit** can avail both the **Reading Room and Library facility without any payment.**
- iv) The Co-ordinators of KSCSA Centres shall assign duties to the librarian and staff engaged to the Reading Room.
- v) The Librarian shall maintain necessary Registers in the Library for the entry of details regarding the remittance of fees and entry and exit of outside users. The Co-ordinator shall verify the same and submit to the section concerned of CCEK for periodical inspection.

**vi) The timing for Library**

07 A.M – 7.00 P.M (Monday – Saturday (except Second Saturday))

09.30 A.M – 5.00 P.M (Second Saturday and Sunday).

**vii) The timing for Reading Room**

07.00 A.M -10.00.P.M (Monday- Sunday)

- viii) The Educators can use Library for reference purpose only, without any payment, during library hours. The **Educators shall remit one-time refundable deposit of Rs.2,000 (caution deposit)** for issuing books from Library. The Librarian shall ensure time limit of 2 weeks for returning the books issued to the Educators, students of KSCSA and outside students.
- ix) The Librarian shall ensure that Library Rules are strictly followed.

Sd/-  
ANILKUMAR.T  
ADMINISTRATIVE OFFICER &  
FINANCE OFFICER (i/c)

Forwarded / By Order



SECTION HEAD

To

- 1) Accounts Section (for activating fee payment link for Library & Reading Room of KSCSA Centres as per revised rates.)
- ✓ 2) Computer Programmer (for website updation)
- 3) The Co-ordinators / Librarians of KSCSA Centres.
- 4) All Sections
- 5) Dispatch Section
- 6) Educator Academic Planning (i/c), Thiruvananthapuram Centre.
- 7) Stock File / Office Copy