



CENTRE FOR CONTINUING EDUCATION KERALA

Anathara Lane, Charachira, Kowdiar P.O., Thiruvananthapuram, Kerala, PIN - 695 003

No.CE/B/1654/2021

Date, 28/03/2026

CIRCULAR

Sub:- CCEK – KSCSA – Commencement of Courses / Examinations for the Students – Instructions to the Co-ordinators and Educators – Reg.

All Co-ordinators and Educators are directed to comply with the following guidelines issued in connection with the commencement of classes/examinations for students:-

I) Educators

1. Shall be present in the centre of Kerala State Civil Service Academy allotted to them on all working days and even after class hours to clear doubts of student, for mentoring, for conducting Test Series and for answer key discussions etc. and to help the Educator in charge of Academic Planning of CCEK/KSCSA in developing strategy for the coaching for Prelims, Mains and Interview.
2. Ensure that students / Civil Service aspirants are attending the classes as per the schedule. Educators shall make necessary arrangements for frequent contact and interaction with the students / aspirants.
3. **Mandatory Mentorship Sessions**

All the Educators are directed to conduct regular mentorship sessions at their respective centres. These sessions are compulsory, irrespective of whether the syllabus completion is over.

4. PYQ (Previous Year Questions) Sessions

Continuous PYQ discussion sessions must be conducted. It is mandatory to ensure that at least the last 15 years question papers are thoroughly covered subject-wise before the final phase of preparation.

5. Orientation Sessions for Admissions

Orientation sessions for new admissions must be conducted regularly across all centres.

6. Video Recording & Posting

Recording and timely posting of Educational videos are mandatory. All educators must strictly follow the technical guidelines and instructions provided by the technical support team (Shri.Shafi / Shri.Akhil).

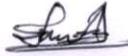
II) Co-ordinators

1. Shall be present in the centre of Kerala State Civil Service Academy allotted to them on all working days.
2. Shall make necessary arrangements for co-ordination activities including organising entrance test for scholarship to Prelims coaching, finalising the time table for the classes, indentifying and engaging competent faculty members to handle General Studies and Options, Identifying books for the library, developing daily lesson plans etc.
3. Shall ensure atleast one Educator shall be present during office hours during admission time for PCM courses / Mentorship sessions in the centre Kerala State Civil Service Academy allotted to them.
4. Arrangements for Video Recording for Social Media platforms
The Co-ordinators of Thiruvananthapuram, Aluva, and Ponnani centres are directed to ensure that adequate infrastructure and arrangements for smooth and uninterrupted video recording for all Educators.
5. Developing strategy for the coaching for Prelims, Mains and Interview.
6. To ensure that tests are conducted by the faculty concerned periodically and results analysed in time.
7. To ensure that the faculties are handling the classes as per the schedule. In case any faculty happened to be on leave due to any exigency, necessary alternate arrangements has to be done properly.
8. To ensure that students are attending the classes as per the schedule. No students shall be allowed to leave the campus without prior permission from the Coordinator.
9. To collect feedback from each student in all aspects including their expectations from the Academy/Faculty at least once in every month.
10. To conduct test series to the students as per UPSC pattern at the end of the classes.
11. To collect regular feedback from the faculty regarding the students.
12. To ensure proper and timely recording of students and faculty attendance.
13. To ensure that meetings of faculty and parents are convened as and when required.
14. To organize seminars and debates with the participation of eminent faculties.
15. Effective Co-ordination/liaison with the other Co-ordinators or officers concerned shall be adhered to as and when required in discharging the activities.
16. To ensure that Educators are conducting regular mentoring in the Academy.
17. To facilitate SC/ST/Minority students for getting their Educational concession from respective department.
18. The Co-ordinator of Thiruvananthapuram shall ensure timely follow-up of scholarship matters from Departments concerned pertaining to KSCSA students and regularly update the office on the status.

19. The Co-ordinator of Thiruvananthapuram shall collect and consolidate scholarship applications of KSCSA students received from all centers of KSCSA and submit the same to the office in a time-bound manner, and perform any other duties of a general nature requiring consolidation, as may be assigned by the office.

Sd/-
ANILKUMAR.T
ADMINISTRATIVE OFFICER

Forwarded / By Order



SECTION HEAD

To,

- ✓ 1. Co-ordinator, KSCSA, Centres.
2. Educators, KSCSA, Centres
3. Account Section
4. Dispatch Section
5. Academic Planner (i/c)
6. Stock File / Office Copy