

KSMDB College is a centre of CACEE (Centre for Adult Continuing Education and Extension) University of Kerala for conducting CLISc and CCA courses. The Courses are managed by a committee consisting of 8 members headed by the Principal. A teacher of the college acts as the Coordinator for running the course. Dr. Rathika Nath G, Asst Professor, Department of Chemistry is the Co-ordinator of the CACEE Sub Centre of this college. Presently two courses are being run. They are CLISc (CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE) and CCA (CERTIFICATE IN COMPUTERISED ACCOUNTING).

CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE

Till now 4 batches have passed out from the institution. Many of our Alumni have got placements in various Libraries. The College has a good library and internship of students is done at the College Library itself.

The details of number of students who have completed CLISc course from this institution are as given below:-

Batch No	Year	Number of Students
1	2017	23
2	2018	07
3	2020	22
4	2021	17

1. Objectives:

- i. To give training to the students in the basic principles of Library and Information Science including fundamental laws, library organization, management, library and information services, and library automation.
- ii. To train persons in the day –to-day routine work involved in the running of small public and academic libraries
- iii. To train semi-professional staff of the college and special libraries in the respective routine work of a modern Library.

2. Duration of the course:

The duration of the course shall be six months (300 instructional hours including practicals), @ 50 hours per paper.

3. Course strength: 40 candidates

4. Allocation of seats: Allocation of seats is as follows:

- 1) General merit: 50%
- 2) Service candidates: 50%.

In the absence of sufficient no. of candidates from the service category, the vacant seats shall be filled from general category and vice versa.

5. Eligibility for Admission :

General Candidates (candidates without any experience):

- Plus Two or equivalent shall be the basic qualification for candidates belonging to general category.
- Weightage to higher qualification
 - A maximum of 5 marks may be given to Degree or equivalent @ 1 mark for Third class, 3 marks for Second class and 5 marks for First class.
 - Other higher qualifications shall not be considered for weightage.

Candidates from Service:

- S.S.L.C or equivalent shall be the basic qualification for candidates from service.
- Weightage to Service
 - Weightage of 1 mark to 10marks shall be given for service@ 1mark for each year: Maximum year of service considered for weightage shall be 10 years.
- Weightage to higher qualification:
 - No weightage to Plus Two or equivalent.
 - Weightage to Degree or equivalent shall be the same as in the case of general candidates.
- Entrance examination shall be avoided.

6. Selection of candidates: The selection of candidates shall be made purely on the basis of merit.

7. Medium of instruction: English is the medium of instruction. Students can write the examination either in English or in Malayalam.

8. Course of study:

The course of study shall consist of

- I. Library Organisation and Management
- II. Library Classification and Cataloguing (Theory)
- III. Library Classification (Practical)
- IV. Library Cataloguing (Practical)
- V. Information Sources and Services
- VI. Basics of Information Technology

CERTIFICATE IN COMPUTERISED ACCOUNTING

This course is conducted on behalf of CACEE and the Certificate is issued by University of Kerala after examinations conducted by the University. On completion of the 4 month course, the students will be able to work in an accounting firm using all aspects of TALLY. As the certificate is issued by University of Kerala under its seal, it is recognized by Government of Kerala. Till now five batches have passed out of our College.

The details of number of students who have completed CCA course after 2016 from this institution are as given below:-

Batch No	Year	Number of Students
1	2012	16
2	2013	30
3	2014	40
4	2017	15
5	2018	08
6	2020	10
7	2021	10

Computerized Accounting with Tally 5.4

Work Schedule: Duration (3 months)

- 50 classes of 2 hour duration- 100 marks

Scheme of Examination

Practical- 70 marks

Theory – 30 marks

Total – 100 marks

(Pass: 40 % aggregate)

Software

Tally II

Tally Solutions India

Educational Qualifications

Pre- degree / HSS pass







