



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
(Established by Government of Kerala)

**Admission to Certificate course in Library &
Information Science [CCLISc]**

JULY 2016

PROSPECTUS

(Prospectus issued for previous years/batches are not valid for July 2016)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT is an autonomous institute established by the Government of Kerala. The Institute invites application for admission to the two Trimesters **Certificate Course in Library & Information Science**. The scheme of study and syllabi have been updated incorporating advanced topics. The details are given below.

1. Course Centres

Sl. No.	Name of Centre	Sessions	
		Day time	*Outside Office hrs.
1.	College of Applied Science, Pattuvam Safguard Complex, Kuttikkol. P.O, 7th Mile, Thaliparamba Kalliassery (via), Kannur -670562, Phone : 0460-2206050 (O)	Yes	Yes
2.	College of Applied Science, Koothuparamba, P. O. Kottayam Malabar, Kannur – 670 643 Ph: 0490-2362123	Yes	Yes
3.	College of Applied Science, Cheemeni, Pallippara, Pettikkundu. P. O, Cheruvathoor (Via), Kasaragod – 671 313 Ph: 0467-2257541	Yes	Yes
4.	College of Applied Science, Adoor, Nr. Parthasarathy Temple, Adoor. P.O, Pathanamthitta (Dist), Pin – 691 523 Ph: 04734-224076	Yes	Yes
5.	College of Applied Science, Govt. Boy's High School Campus, (Vocational Higher Secondary School) Mavelikkara – 690 101 Phone : 0479-2304494 (O)	Yes	Yes
6.	College of Applied Science, Vazhakkad P O, Malappuram Dist PIN -673640 Ph:0483-2113100/ 2727070	Yes	Yes
7.	EMS Memorial CAS Iritty, Vallithode, Kilianthara PO, Kannur, PIN – 670 706, Phone 0490 2423044	Yes	Yes
8.	College of Applied Science, Thiruvambady, Near Grama Panchayat Office, Karassery P O, Mukkom(via), Calicut-673 602 Ph: 0495 2294264/ 2373977	Yes	Yes
9.	College of Applied Science, Haripad Govt. UPS Campus, Karthikapally P.O Haripad - Pin 690516, Phone: 0479 2485370	Yes	Yes
10.	College of Applied Science, Nattika, Valappad P.O; Thrissur-685067 Phone : 0496 2556300	Yes	Yes
11.	Technical Higher Secondary School, Govt.HSS campus, High Road, Aluva, Ernakulam – 683 101, Phone : 0484-2623573	Yes	Yes
12.	E K Nayanar Memorial Model Polytechnic, Kalliassery, Kalliassery LPS Campus, Kalliassery PO, Kannur District, Pin 670562; Ph : 0497 2780287	Yes	Yes
13.	Model Polytechnic College, Nut Street, Vadakara, Calicut-673 104, Phone:0496-2524920	Yes	Yes

2. **Eligibility for admission** : **SSLC Pass/equivalent**
3. **Age** : **No restriction in age limit**
4. **Sanctioned Intake** : **40 per batch**
5. **Application Registration Fee** : **Rs. 150/- (Rs. 100/- for SC/ST)**

6. **Last date for receipt of filled in application for admission in the training centre** : **30.06.2016**

7. **Probable date of commencement of classes** : **11.07.2016**

8. **How to apply**

Application form & prospectus can be downloaded from the website www.ihrd.ac.in . Copy of application form & prospectus are also available from the above training centres. Filled up application form should be submitted to the concerned training centre along with copy of certificates and registration fee of Rs.150/- (Rs.100 for SC/ST) in the form of Cash/ Demand Draft drawn in favour of the head of concerned training centre on or before the last date prescribed above. Copy of SSLC pass certificate should be attached with the application form.

Candidates are precluded from applying to more than one training center for admission. Once admitted, transfer from one training centre to another will not be permitted under any circumstances.

The application form without registration fee remitted will be rejected.

9. **Reservation**

25% of the sanctioned seats is reserved for SC/ST/OEC Students as per GO (Rt)No.212/11/SCST dtd 14/02/2011. Candidates claiming reservation under SC/ST quota should produce community certificate from Tahsildar. Candidates claiming reservation under OEC should produce a community certificate and income certificate from the Village Officer concerned. Claim of reservation without community/income certificate will not be considered. The unavailed seat, if any under SC quota will go to the ST quota and vice versa.

10. **Basis of Selection**

Selection of candidates will be on the basis of aggregate percentage of marks secured in the SSLC Examination.

11. **Supply of Text Books and Study materials**

No text books or study materials shall be supplied to the students free of cost. The details of text/reference books required for the course shall be intimated to the students by the head of institution. The students will make their own arrangements to procure the required text books.

12. **Course Contents**

The following subjects are included during each semesters.

First Trimester	: Library Classification & Cataloguing (Theory), Library Organization & Management, Information Sources & Services.
Second Trimester	: Classification & Cataloguing (Practical), Information Technology, Information Technology Practical

13. **Course Timing**

The classes will be conducted at 3 hours per day on the basis of availability of slots in the course centres.

14. **Details of fee**

Admission fee	Rs.300/-
Tuition fee *	Rs.5,000/- (per Trimester)
Caution Deposit (Refundable)	Rs.500/-
Total	Rs.10,800/-

* To be paid at the time of admissions and beginning of the 2nd Trimester of the course (Fees once paid will not be refunded under any circumstances)

15. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. How ever the SC/ST/OEC candidates selected under reservation quota shall be provisionally exempted from payment of the prescribed fees provided they submit application for educational concession from the Scheduled Caste Development Department in the prescribed form along with the supporting documents within 15 days from the date of commencement of the regular classes. If they fail to do so, they should pay the prescribed fees. The sanctioning of educational concession to the above categories of students will be subject to Government Orders issued by SC Development Department from time to time.

16. The admission process will be cancelled, if recommended minimum no. of candidates are not available to join the course in a centre at the time of interview. In such case, the registration fee will be refunded to the candidates, who have reported for the interview scheduled.

17. Important Rules and Regulations for the Examination

1. Candidates who have not secured the minimum attendance during the course or those who have failed for sessional marks (Continuous Assessment) even for one subject have to repeat the course by paying the prescribed fees.
2. The minimum marks required for a pass in each subject will be 50% of maximum marks.(ie, for theory/practical and sessional marks put together.) However individual minimum of 40% is required for theory/practical marks and Sessional Marks of each subject, separately. There is no provision for improvement of Sessional Marks, unless the candidate repeats the course.
3. The students who had failed for examinations are permitted to register in compartmental or piece meal appearance.
4. A candidate is required to complete the course and register for regular examination within 24 months from the date of admission.

Note:

The detailed scheme and syllabus, Rules and Regulations of CCLISc/Examination is available in each centre for information. Students may obtain the same from the concerned centre and read carefully before undergoing the course.

Thiruvananthapuram
13-06-2016

Sd/-
DIRECTOR