



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

Admission to Diploma in Computer Application

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 **Diploma Course in Computer Applications (Six months course)**. The scheme of study and syllabi have been updated incorporating advanced topics. The details are given below.

1. Course Centres

SI No.	Name of Centre	No. of seats available
		Day time
1.	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104, Phone:0496-2524920	40
2.	Model Polytechnic College, Kalletumkara P O, Mala, Thrissur – 680 683, Phone :0480-2720746	40
3.	Model Polytechnic College, Edakulangara P O, Karunagappally, Kollam – 690 562, 91-476-2623242/2623597	40
4.	E. K Nayanar Memorial Model Polytechnic College, Kalliassery, LPS Campus, Kannur – 670 562, 91-497-2780287	40
5.	College of Applied Science, Pattuvam Safeguard Complex, Kuttikkol P.O. Taliparambu, Kannur - 670 141 Ph : 0460 -2206050, 206988	40
6.	P K Kalan Memorial College of Applied Science Mananthavady Nelloornadu P.O Mananthavady,Waynad-670645 Ph: 04935-245484	40
7.	College of Applied Science, EMS Smaraka Community Hall, Pazhayannur, Chelakkara, Thrissur – 680587, Phone : 08884 227181	40
8.	College of Applied Science, Nattika, Valapad P.O, Thrissur – 680567 Ph: 0487-2395177	40
9.	College of Applied Science, Adoor, Pin – 691523 Ph: 04734-224076	40
10.	College of Applied Science Government Junior Technical High -School Campus, Neruvambram, Ezhome, Pazhayangadi P.O Payyannur – 670 303 Phone: 0497 – 2752500/2877600	40
11.	College of Applied Science, PWD Rest House Campus, Kuttikanam P.O. Peermade – 685 531 Phone : 04869-232373 (O)	40
12.	College of Applied Science, Nadapuram, Govt. HSS Kuttippuram -Campus, Payanthony, Kallachi Kozhikode-673506 Phone: 0496-2556300	40
13.	College of Applied Science, Govt. Boy's High School Campus, (Vocational Higher Secondary School) Mavelikkara – 690 101 Phone : 0479-2304494 (O)	40
14.	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph : 0495-2765154	40
15.	College of Applied Science, Payyappady P.O., Puthuppally, Kottayam – 686 034 Phone : 0481-2351631	40
16.	College of Applied Science, Govt. UPS Campus, Karthikappally Haripad – 690516, Phone: 0479 2485370	40
17.	College of Applied Science, Puthenvelikkara P.O, North Paravur, Ernakulam – 683594. Phone:0484-2487790	40
18.	College of Applied Science, Peakuzhiyil Buildings, Mallappally west P O Pathanamthitta (Dist), PIN- 689 585, Ph/Fax:0469-2681426	40
19.	College of Applied Science, Njeezhoor .P. O, Kaduthurithy, Kottayam (Dist), Pin - 686 612, Phone : 04829- 264177	40
20.	College of Applied Science, Kalanjoor P O, Pathanamthitta - 689694 Phone : 04734-272320	40
21.	College of Applied Science Petta, Govt. High School Campus, Kanjirappally, Kottayam – 686 507, Ph: 0482 8206480	40
22.	Technical Higher Secondary School College of Engineering Campus Ottappunna, Pallippuram.P.O Cherthala, Alappuzha Phone : 0478-2552828.	40
23.	Technical Higher Secondary School, Muttada, Muttada P.O. Thiruvananthapuram -695 025 Phone : 0471-2543888.	40
24.	Technical Higher Secondary School, Muttom P.O., Thodupuzha Idukki – 685 587 Phone : 04862-255755.	40
25.	Technical Higher Secondary School Govt. HSS Campus, High Road Aluva, Ernakulam- 683 101 Phone : 0484-2623573.	40
26.	Model Technical Higher Secondary School, Kaloor, Cochin 682 017 Phone: 0484 2347132	40
27.	Technical Higher Secondary School, Perinthalmanna, Angadippuram P.O.Malappuram District Pin: 679321 Phone : 04933-225086	40
28.	Technical Higher Secondary School, Puthuppally, Kottayam – 686 011 Phone : 0481-2351485.	40
29.	Model Technical Higher Secondary School, Kaprassery, Nedumbassery, Chengamanadu – 683 585, Phone : 0484-2604116	40
30.	Technical Higher Secondary School, Thiruthiyad, Puthiyara.P.O, Calicut -673004 Phone : 0495 - 2721070	40
31.	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947	40

32.	Regional Centre of IHRD, Edappally, Ernakulam-682024 Ph: 0484-2337838	40
33.	Extension Centre of IHRD, Near Stadium, Thazhe palam, Tirur, Malappuram - 676 107. Ph : 0494-2423599	40
34.	Extension Centre of IHRD, Mini Civil Station, Cherpu Ph: 0487-3209761.	40
35.	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara 691 501, Phone: 0474 2580462	40
36.	Study Centre of IHRD, Moochikkal, Valanchery P.O, Malappuram 676 552 Phone: 0494 2646303	40
37.	Model Finishing School, Vikas Bhavan P.O, P.M.G Thiruvananthapuram – 695033 Ph: 2307733	40
38.	IHRD Study Centre Panchayat Building, Near Govt. HSS Rajakkad.P.O, Idukki-685566 Ph: 04868-241636.	40

2. **Eligibility for admission** : **Plus Two/ Equivalent**
3. **Age** : **Below 40 years as on date of notification.**
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 Plus Two pass certificate & SSLC 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 Plus Two 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 in the course.

PC Hardware & Operating Systems, Office Automation Packages, Networking & Web Technology, Computer Lab 1 (Windows, Linux, PC Hardware), Computer Lab 2 (Office automation packages), Computer Lab 3 (Network, PC Skills, Internet)

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.300.00/-
Tuition fee *	:	Rs.6000.00/-
Caution Deposit (Refundable)	:	Rs.500.00/-
Examination fee *	:	Rs.750.00/-
Internet fee	:	Rs.150.00/-
Total	:	Rs.7200+500 (CD)

First Installment of Fee to be paid at the time of admission.

Admission fee	:	Rs.300/-
Tuition fee	:	Rs.3,000/-
Exam Fee	:	Rs.750/-
Internet Fee	:	Rs.150/-
Caution Deposit (refundable)	:	Rs.500/-
Total	:	Rs.4,700/-

Second Installment of Fee to be paid during third month of admission. : Rs.3,000/-
(Fine Rs.10/- per day including holidays after last date, subject to a maximum of Rs.300/-)

The Fees once paid is non-refundable under any circumstances, unless stated otherwise

15. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. However 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 DCA course/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
Dated: 13-06-2016

Sd/-
DIRECTOR