INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

Admission to Post Graduate 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 the two semesters **Post Graduate Diploma Course in Computer Applications.** 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	No. of seats available Day time
1.	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph : 0495-2765154	40
2.	College of Applied Science, Adoor - 691 523. Ph : 04734-224076	40
3.	College of Applied Science, PWD Rest House Campus, Kuttikkanam, Peermade - 685 531. Ph : 04869-232373	40
4.	College of Applied Science, Pattuvam Safeguard Complex, Kuttikkol P.O. Taliparambu, Kannur - 670 141 Ph : 0460 -2206050, 206988	40
5.	College of Applied Science, Government Junior Technical High -School Campus, Neruvambram, Ezhome, Pazhayangadi P.O, Payyannur – 670 303 Phone: 0497 – 2752500 / 2877600	40
6.	College of Applied Science, Vazhakkad, Malappuram Pin : 673 640, Phone : 0483-2725215	40
7.	College of Applied Science, Karthikappally Haripad – 690516, Phone: 0479 2485370	40
8.	College of Applied Science, Puthenvelikkara P.O, North Paravur, Ernakulam – 683594. Phone:0484-2487790	40
9.	College of Applied Science, Payyappady P.O., Puthuppally, Kottayam – 686 034 Phone : 0481-2351631	40
10.	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104, Phone:0496-2524920	40
11.	Model Polytechnic College, Kalletumkara P O, Mala, Thrissur – 680 683, Phone:0496-2524920	40
12.	Model Polytechnic College, Model Polytechnic Office, Kalliassery LPS Campus Kannur – 670 562 Phone : 0497 –2780287 (O)	40
13.	Model Polytechnic College, Edakulangara. P.O, Karunagappally, Kollam – 690 562, 91-476-2623242/2623597	40
14.	Technical Higher Secondary School, Puthuppally, Kottayam – 68011 Ph : 0481-2351485	40
15.	Technical Higher Secondary School, Muttom, Thodupuzha – 685587 Ph : 04862-255755	40
16.	Technical Higher Secondary School, Near Govt. Polytechnic Hostel, Angadippuram Post, Perinthalmanna - 679 321. Ph : 04933-225086	40
17.	Technical Higher Secondary School, Govt. HSS Campus, High Road, Aluva, Ernakulam – 683 101, Phone : 0484-2623573 (O)	40
18.	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947	40
19.	Regional Centre of IHRD, Edappally, Ernakulam-682024 Ph: 0484-2337838	40
20.	Extension Centre of IHRD, Near Stadium, Thazhe palam, Tirur, Malappuram - 676 107. Ph : 0494-2423599	40
21.	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara 691 501, Phone: 0474 2580462	40
22.	IHRD Study Centre Panchayat Building, Near Govt. HSS Rajakkad.P.O, Idukki-685566 Ph: 04868-241636	40
23.	Extension Centre of IHRD, Mini Civil Station, Cherpu Phone : 0487-2340234	40
24.	IHRD Centre, Moochikkal, Valanchery P.O, Malappuram – 676 552 Phone: 0494 2646303	40

2.	**Eligibility for admission**	:	**Graduate in any discipline from a recognised University**
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 Degree 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, transferfrom 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 Degree 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 Semester :   Computer Organisation and Operating Systems, Programming Techniques, Software Engineering and Database Management Systems, Internet and Web Technology, Computer Lab 1 (PC Skills, HTML, Java Script), Computer Lab 2 (C, C++), Computer Lab 3 (VB.Net, SQL)

Second Semester :   Advanced Web Technologies, Programming in Java, Computer Communication and Networks, Computer Lab 4 (ASP.Net, PHP), Computer Lab 5 (Java), Computer Lab 6 (Linux Networking), Project work.

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.8000.00 per semester
Caution Deposit (Refundable)	:	Rs.500.00
Examination fee *	:	Rs.750.00 per semester
Internet fee *	:	Rs.150.00

* To be paid at the time of admission and beginning of the 2nd semester 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 <u>candidates selected under reservation quota shall be provisionally exempted from payment of the prescribed fees</u> 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. A Candidate is eligible for attending second semester of the course, only if he/she completes the first semester course and has registered for the first semester regular examination.
2. Candidates who have not secured the minimum attendance during the semester or those who have failed for sessional marks (Continuous Assessment) even for one subject have to repeat the semester by paying the prescribed semester fees.
3. 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 semester study.
4. The students who had failed for semester examinations are permitted to register in compartmental or piece meal appearance.
5. A candidate is required to complete both the semesters and register for second semester regular examination within 24 months from the date of admission. Candidates who are unable to register for second semester regular examination within 24 months have to repeat the entire course from the first semester.
6. A candidate who has completed the first semester and registered for the first semester examinations, but has discontinued the course on medical reasons or otherwise, will be re-admitted to the second semester of the course on the following conditions.
    i. The candidate must have requested for re-admission to the course within 18 months from the date of admission.
    ii. The syllabus and the scheme for first & second semester of the course, he/she will be attending, must be the same.
    iii. The eligible candidate can be re-admitted, subject to the availability of vacant seat at the training centre.
    iv. The candidate should pay a re-admission fee and a re-registration fee for examination in addition to the normal prescribed semester fees.
    v. If the schemes are different, the candidate can repeat the course from first semester as per the revised scheme and is eligible for 50% concession on tuition fee during first semester. But he/she should pay all other fees (admission, exam etc.) during the first semester and fee for second semester at normal rates.
    The above fee concession is applicable as per the following conditions only.
    i. The candidate has registered for the first semester regular examination under old scheme.
    ii. The candidate should be re-admitted to the first semester under revised scheme, within 18 months from the date of previous admission under old scheme.
    iii. The Director, IHRD has issued a written sanction for fee concession.

Note:
    The detailed scheme and syllabus, Rules and Regulations of PGDCA 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.

**Sd/-
DIRECTOR**

Thiruvananthapuram
13-06-2016