



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

Admission to
CERTIFICATE COURSE IN
LIBRARY & INFORMATION SCIENCE (CCLISc)

JULY 2017

PROSPECTUS

(Prospectus issued for previous years/batches are not valid for July 2017)

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 syllabus have been given below.

1. COURSE CENTRES AND SESSIONS

Sl. No.	Name of Centre	Sessions	
		Day time	*Outside Office hrs.
Alappuzha			
1.	College of Applied Science, Haripad, Govt. UPS Campus, Karthikapally P.O, Haripad - Pin 690516	Yes	Yes
2.	College of Applied Science, Govt. Boys' High School Campus, (Voacational higher Secondary School), Mavelikkara – 690 101, Ph: 0479-2304494 (O)	Yes	Yes
Ernakulam			
3.	Technical Higher Secondary School, Govt.HSS Campus, High Road, Aluva, Ernakulam – 683 101	Yes	Yes
4.	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2985252	Yes	Yes
Thrissur			
5.	College of Applied Science, Nattika, Valappad P.O; Thrissur-685067, Ph : 0496 2556300	Yes	Yes
Malappuram			
6.	College of Applied Science, Muthuvallur, Muthuvallur. P. O, Kondotty (Via), Malappuram - 673 638, Ph: 0483 2714218	Yes	Yes
Kozhikode			
7.	College of Applied Science, Thiruvambadi, Near Grama Panchayat Office, Karassery P O, Mukkom(via), Calicut-673 602, Ph: 0495 2294264/ 2373977	Yes	Yes
8.	Model Polytechnic College, Nut Street, Vadakara, Calicut – 673 104, Ph: 0496-2524920	Yes	Yes
Kannur			
9.	College of Applied Science, Koothuparamba, P. O. Kottayam Malabar, Kannur – 670 643 Ph: 0490-2362123	Yes	Yes
10.	College of Applied Science, Pattuvam, Safguard Complex, Kuttikkol. P.O, 7 th Mile, Thaliparamba, Kalliassery (via), Kannur -670562	Yes	Yes
Kasaragod			
11.	College of Applied Science, Cheemeni, Pallippara, Pettikkundu. P. O, Cheruvathoor (Via), Kasaragod – 671 313 Ph: 0467-2257541	Yes	Yes

* (out of office hrs batches will be conducted by the Training Centres subject to availability of sufficient candidates and slots)

2. Eligibility for admission

Second class in SSLC from Kerala Government Secondary Board of Examination or Other recognized Institutions/ Plus Two pass/Degree pass/SSLC Pass with experience in a Library.

3. Intake / Batch : 40 per batch

4. Last date for receipt of filled in application

For admission in the respective training centre :

5. Probable date of commencement of classes :

6. How to apply

Application form and Prospectus are available to download from the websites. www.ihrd.ac.in. Copy of Application form is also available from Training Centre also.

Completed applications accompanied by copy of Certificates and Registration fee – Rs.150/- by cash/DD (Rs.100/- for SC/ST candidates) (DD drawn in favour of the head of Training Centre) and attested copies of mark list of the SSLC examination/Educational Qualifications should reach the head of the chosen training centre on or before the last date prescribed. Candidates are precluded from applying to more than one training center for admission. Once selected, transfer from one training centre to another will not be given under any circumstances.

The application without registration fee will be rejected without assigning any reason.

7. Reservation

25 % of the intake is reserved for SC/ST candidates.

8. Basis of Selection

On the basis of aggregate percentage of marks secured in the SSLC Examination.

9. Supply of Text Books and Study materials

Study materials shall be borrowed from Library. The students will make their own arrangements to procure the required text books that is not available in the Library.

10. Course Contents *

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

***Under revision**

11. Details of Fee

Admission fee	Rs.300/-
Tuition fee *	Rs.5,000/- (per Trimester)
Caution Deposit (Refundable)	Rs.500/-
Examination fee	: Rs. 750/-
Total	Rs.11,550/-

* 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)

12. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. But the SC/ST/OEC candidates shall be provisionally exempted from payment of the prescribed tuition 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.

13. 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.

14. Important Rules and Regulations for the Examination

(1) Final Examinations will be conducted by the Institute of Human Resource Development, immediately after the completion of the course.

(2) Candidates who have successfully completed the course with minimum of 75% attendance alone will be permitted to register for the final Examination. However, the Head of Institutions are authorized to condone shortage of attendance up to 50% of the total attendance on valid reason realizing Rs.500/- towards condonation fee. The condonation of shortage of attendance shall be granted only one time for the entire

- course. The candidates who have not secured the minimum 70% of attendance shall not be eligible for condonation of shortage or for registration for semester examination.
- (3) Maximum number of chances that can be availed of by a student to pass the Final examination is four (consecutive chances)
 - (4) The students who had failed for final examinations are permitted to register in compartment or piece meal appearance.
 - (5) If a candidate discontinued after payment of 1st Installment of the fees and if the student is willing to continue the course next time based on the following conditions.
 - (a) The eligible candidate can be readmitted subject to the availability of seat.
 - (b) The candidate should pay a readmission fee of Rs. 300/- and a registration fee of Rs. 300/- for examination in addition to the normal prescribed Trimester fees.
 - (6) The minimum mark required for a pass in each subject will be 50% i.e. 40% for written examination and 50% for theory and internal evaluation put together.
 - (7) Those who pass the final examination in the first chance securing an aggregate of 75% or more marks put together will be declared to have passed the course in First class with Distinction.
 - (8) Those who pass the final examination in the first chance securing an aggregate 60% or more marks will be declared to have eligible for 1st class. If the candidate secure a minimum of 50% marks in successive appearance such candidate will be placed in the second class.
 - (9) All other successful candidates will be placed in the second class.
 - (10) Those who pass the Examination will be awarded a Certificate in Library Science by the
INSTITUTE OF HUMAN RESOURCE DEVELOPMENT.

DIRECTOR

Thiruvananthapuram

Date: