



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

ADMISSION TO  
**POST GRADUATE DIPLOMA IN COMPUTER  
APPLICATIONS**

**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 semesters Post Graduate Diploma Course in Computer Applications. The scheme of study and syllabus have been updated incorporating advanced topics. The details are given below.

**1. Eligibility for admission**

Graduate in any discipline from a recognised University

**2. Course Centres**

Sl. No.	Name of Centre	No. of seats available
		Day time
<b>Thiruvananthapuram</b>		
1.	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947	40
2.	Model Finishing School, Vikas Bhavan P.O, P.M.G, Thiruvananthapuram – 695033 Ph: 2307733	40
<b>Kollam</b>		
3.	Model Polytechnic College, Edakulangara. P.O, Karunagappally, Kollam – 690 562	40
4.	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara 691 501, Phone: 0474 2580462	40
<b>Pathanamthitta</b>		
5.	College of Applied Science, Adoor - 691 523. Ph : 04734-224076	40
6.	College of Applied Science, Kalanjoor, Pathanamthitta Pin : 689 694, Phone : 04734-272320	40
7.	College of Applied Science, Konni, Attachakkal. P. O, Konni – 689 692, Ph: 0468-2349731	40
<b>Kottayam</b>		
8.	Model Polytechnic College, Mattakkara. P. O, Kottayam Dist., Pin – 686 564, Ph: 0481-2542022	40
<b>Idukki</b>		
9.	IHRD Study Centre Panchayat Building, Near Govt. HSS, Rajakkad.P.O, Idukki-685566 Ph: 04868-241636	40
<b>Ernakulam</b>		
10.	College of Applied Science, Puthenvelikkara. P. O, North Paravur, Ernakulam – 683 564, Phone: 0484 2487790	40
11.	Technical Higher Secondary School, Govt. HSS Campus, High Road, Aluva, Ernakulam – 683 101	40
12.	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2985252	40
<b>Thrissur</b>		
13.	Extension Centre of IHRD, Mini Civil Station, Cherpu, Phone : 0487-2340234	40
<b>Malappuram</b>		
14.	College of Applied Science, Vazhakkad, Malappuram, Pin : 673 640, Phone : 0483-2725215	40
15.	Extension Centre of IHRD, Near Stadium, Thazhe palam, Tirur, Malappuram - 676 107, Ph : 0494-2423599	40
16.	IHRD Centre, Moochikkal, Valanchery P.O, Malappuram – 676 552, Phone: 0494 2646303	40
<b>Kozhikode</b>		
17.	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph : 0495-2765154	40 (Part time)
18.	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104	40
<b>Kannur</b>		
19.	Model Polytechnic College, MPT Office, Kalliassery L.P.S Campus, Kalliassery, Kannur – 670 562, Ph: 0497 2780287	40

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

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**3. Intake/Batch**

: **40 per batch**

5. **Last date for receipt of filled in application for admission in the respective training centre** : .....
6. **Probable date of commencement of classes** : .....

7. **How to apply**

Application form is 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 final year degree examination & degree certificate 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.

8. **Reservation**

25% of the seats will be reserved for SC/ST/OEC students

Candidates claiming reservation under SC/ST quota should produce community certificate from a Revenue officer not below the rank of concerned 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.

9. **Basis of Selection**

On the basis of aggregate percentage of marks secured in the Final Year Degree Examination. (Each training centre will be treated as separate unit for selection of candidates).

10. **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 books required for the course shall be intimated to the students by the heads of institutions. The students will make their own arrangements to procure the required text books.

11. **Course Contents \***

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.

**\*Under revision**

12. **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 2<sup>nd</sup> semester course  
(Fees once paid will not be refunded under any circumstances)*

13. 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.

14. **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.**

15. **Important Rules and Regulations for the Examination (Students must read the entire rules and regulations available in the course centre before undergoing the course)**

- The semester Examinations will be conducted by the IHRD, immediately after the completion of each semester.
- Candidates who have secured a minimum of 75% of the attendance during the semester only are eligible for the registration for semester examination.

3. Students who have shortage of attendance, but not condoned, in any semesters are not eligible to be promoted to the higher semesters. They may seek re-admission.
4. A candidate will have up to four consecutive chances for appearing a semester examination from their registration to the regular examination. All supplementary exams conducted subsequent to a regular examination will be treated as a chance, irrelevant whether the candidate has registered for those exams or not.
5. 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.
6. 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.
7. The minimum marks required for a pass in each subject will be 50% of maximum marks.(ie, for theory/practical and sessional put together.) However individual minimum of 40% is required for theory/practical and sessional of each subject, separately. There is no provision for improvement of sessional (CE) marks, unless the candidate repeats the semester study.
8. A candidates 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.
9. 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.
16. Those who pass the first and second semesters 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".
    - i. Those who pass the first and second semesters in the first chance securing an aggregate of 60% or more marks put together will be declared to have passed the course in "First Class".
    - ii. Those who pass the first semester supplementary examination along with the second semester regular examination, securing an aggregate of 60% or more marks put together will be declared to have passed the course in "First Class".
    - iii. All other successful candidates will be placed in the "Second Class".
  17. All successful candidates will be awarded a Post Graduate Diploma by the IHRD.
  18. The detailed scheme and syllabus, Rules and Regulations of PGDCA course/Examination is available in each centre for the information of students, students may obtain the same from the concerned centre and read carefully before undergoing the course.

Thiruvananthapuram  
Date : .....

**DIRECTOR**