From

    The Director

To

    The head of institutions

1. College of Applied Science, Calicut
2. College of Applied Science, Kattappana
3. College of Applied Science, Mavelikkara
4. College of Applied Science, Adoor
5. College of Applied Science, Peerumedu
6. College of Applied Science, Vadakkencherry
7. College of Applied Science, Mallappally
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35. Technical Higher Secondary School, Varadium

36. Technical Higher Secondary School, Chettuva
37. Technical Higher Secondary School, Chadayamangalam
38. Technical Higher Secondary School, Aluva
39. Model Technical Higher Secondary School, Kaprassery
40. Regional Centre, Thiruvananthapuram
41. Regional Centre, Ernakulam
42. Extension Centre, Tirur
43. Extension Centre, Cherpu
44. Extension Centre, Kundara
45. Skill Development Centre, Dhanuvachapuram
46. Extension Centre, Thiruvilvamala
47. Study Centre, Valanchery
48. Study Centre, Nedumkandam
49. Study Centre, Rajakkad

Sir,

     Sub:- IHRD – Semester Examinations I/II PGDCA,PGDAE,DETOA, & DCA –

        December 2011 conducting of –reg.

     Ref:- 1. This office circular dtd 29/09/2011

        2. This office exam notification dtd 29/09/2011

Please refer to this office circular and notification cited. It is proposed to conduct the PGDCA I/II Semester Regular/Supplementary, DDTOA I / II Regular / Supplementary Examinations during December 2011. Two copies of this office exam notification are enclosed. A copy of the notification may be displayed on the notice board for information of the students. Further, copy of the notification should also be circulated among the faculty and supporting staff of your institution with direction to intimate the concerned students regarding the date and time of the examination schedule is furnished below.

SCHEDULE OF EXAMINATION

Date of publication of notification   : 29/09/2011.

Last date for receipt of application for registration
from the candidates in the respective examination centres   : 15/10/2011.

Date of closure of semester course   : 30/11/2011

Receipt of application for special sanction for registering
for the examination at IHRD HQ, Thiruvananthapuram   : 15/10/2011

Receipt of consolidated list of candidates along with their
application and other documents such as list of
Candidates, etc. in the IHRD HQ, Thiruvananthapuram   : 22/10/2011.

Receipt of sessional marks and attendance details of
Candidates registered for the examination in the IHRD,
Thiruvananthapuram, from the examination centres: : Along with answer script
                                                                                                  bundles in separate
                                                                                                  cover.

Forwarding of examination materials such as question
Papers and hall tickets to the examination centres   : 25/11/2011.

Commencement of theory examination   : 28/11/2011.

End of theory examination   : 15/12/2011.

Date of completion of practical examination for
respective course   : Before 15/01/2012

Submission of Practical examination marks to
IHRD Head Quarters   : Before 20/01/2012.

The list of candidates registered for examination along with the details of remittance of examination fee should be forwarded to IHRD, Thiruvananthapuram along with application for registration and 'A' list. The examination fee in respect of the supplementary candidates with separate 'A' list may also be forwarded along with the list of regular candidates. The details of examination fee remitted to IHRD in respect of regular as well as supplementary candidates registered for the examination should be furnished separately. In the absence of complete details, Hall Ticket will not be issued for the examination centre for which the Head of Institution will be personally responsible. Candidates who are availing additional stipulated time. Application for special sanction received after15/10/2011 at this office will not be considered under any circumstances and they will not be permitted to write the December 2011 examination.

As per the rules and regulations for the above examination, minimum attendance required to register for the examination has been mentioned in the prospectus. The Head of institutions can grant condonation of shortage of attendance as per the relevant rules in the prospectus collecting condonation fee. The students should be informed of the above position.

Those who were readmitted to second semester course December 2011 after completing first semester under 2005 scheme should have surrendered their first semester mark list before their registration. The head of institution should ensure that prior Special Sanction orders are issued from the Director in this regard. In such cases the head of institutions shall collect re-registration fee and examination fee of such candidates forward to Director, IHRD. Since there is one more lab under 2005 scheme, the re-registered students may be given sufficient facility to do practical and the sessional related to that subject should also be forwarded to the Director for further necessary action.

The date of completion of the course for reckoning the attendance in respect of II Semester PGDCA course is 30/11/2011. The application of the candidates who have not secured the minimum percentage of attendance even allowing condonation should not be forwarded to this office.

The head of institutions will be the Chief Superintendent of the examination in the respective centres. The Chief Superintendents are authorized to conduct both theory and practical examinations as per the time schedule and as per the examination manual issued. They may engage internal as well as external examiners from the nearest IHRD institution to conduct practical examinations. If necessary, faculty members from outside the IHRD may also be engaged wherever necessary. The heads of Institutions are also authorized to pay remuneration to the internal as well as external examiners as per the existing rules. The Chief Superintendent should collect the mark list for the practical examinations and forward to this office as per the time schedule.

The Chief Superintendent should ensure that sufficient stock of Exam Answer books, is available in that centre, and if any shortage / deficiency is noticed, if should be intimated before 15/11/2011.   .

The application for registration received by the Chief Superintendents should be verified with reference to the relevant records and ensure its correctness and then prepare the 'A' list. The correctness of the entries in the application and 'A' list with reference to the admission register should be ensured by the Chief Superintendent before forwarding the same to this office. The Chief Superintendent should furnish a certificate to this effect in the covering letter while forwarding the 'A' list and registration form to this office. Variation in the entries, if any, noticed later will be viewed very seriously.

The Hall Tickets for candidates will be prepared and forwarded to the examination centres as per the schedule noted above.

Yours faithfully
Sd/-
DIRECTOR

ഐ.എച്ച്.ആർ.ഡി. നടത്തുന്ന പി.ജി.ഡി.സി.എ.,ഡി. ഡി.ഇ.റ്റി.& ഒ.എ, ഡിസി.എ, പി.ജി.ഡി.എ.ഇ, കോഴ്സുകളുടെ സെമസ്റ്റർ പരീക്ഷ

ഐ.എച്ച്.ആർ.ഡി. നടത്തുന്ന പോസ്റ്റ് ഗ്രാജ്വേറ്റ് ഡിപ്ലോമാ ഇൻ കമ്പ്യൂട്ടർ ആപ്ലിക്കേഷൻ, പോസ്റ്റ് ഗ്രാജ്വേറ്റ് ഡിപ്ലോമാ ഇൻ ഓഡിയോ ഇഞ്ചിനീയറിംഗ്, ഡിപ്ലോമാ ഇൻ ഡാറ്റാ എൻട്രി ടെക്നിക്സ് ആന്റ് ഓഫീസ് ഓട്ടോമേഷൻ, ഡിപ്ലോമാ ഇൻ കംപ്യൂട്ടർ ആപ്ലിക്കേഷൻ എന്നീ കോഴ്സുകളുടെ ഒന്നും രണ്ടും സെമസ്റ്റർ റഗുലർ/സപ്ലിമെന്ററി പരീക്ഷകൾ ഡിസംബർ മാസത്തിൽ നടത്തുന്നതാണ്. വിദ്യാർത്ഥികൾ പഠിക്കുന്ന/പഠിച്ചിരുന്ന സെന്ററുകളിൽ 15/10/2011 നു മുമ്പായി പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്യേണ്ടതാണ്. രജിസ്ട്രേഷനുള്ള അപേക്ഷാഫോറം പരീക്ഷാ കേന്ദ്രങ്ങളിൽ ലഭ്യമാണ്. വിശദവിവരങ്ങൾ ഐ.എച്ച്.ആർ.ഡി. വെബ്സൈറ്റിൽ www.ihrdkerala.org, www.ihrd.ac.in ലഭ്യമാണ്.

തിരുവനന്തപുരം   **ഡയറക്ടർ**
തീയതി: 29/11/2011.

NOTIFICATION

The semester Examinations for the I/II Semester PGDCA, PGDAE, DETOA & DCA are scheduled for December 2011 . The following institutions will be the examination centres.

Examination Centres

1. The Deputy Director, Regional Centre, Thiruvananthapuram
2. The Deputy Director, Regional Centre, Ernakulam
3. The Officer-in-charge, Extension Centre, Tirur
4. The Officer-in-charge, Extension Centre, Cherpu
5. The Officer-in-charge, Extension Centre, Kundara
6. The Officer-in-charge, Skill Development Centre, Dhanuvachapuram
7. The Officer-in-charge, Extension Centre, Thiruvilvamala
8. The Officer-in-charge, Study Centre, Valanchery
9. The Officer-in-charge, Study Centre, Nedumkandam
10. The Officer-in-charge, Study Centre, Rajakkad
11. The Principal, College of Applied Science, Calicut
12. The Principal, College of Applied Science, Kattappana
13. The Principal, College of Applied Science, Mavelikkara
14. The Principal, College of Applied Science, Adoor
15. The Principal, College of Applied Science, Peerumedu
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45. The Principal, Technical Higher Secondary School, Varadium

46. The Principal, Technical Higher Secondary School, Chettuva

47. The Principal, Technical Higher Secondary School, Chadayamangalam

48. The Principal, Technical Higher Secondary School, Aluva

49. The Principal, Model Technical Higher Secondary School, Kaprassery

The time Table for the above examinations is furnished below

PGDCA, DET&OA, DCA, PGDAE Regular/Supplementary
Examination December - 2011

TIME TABLE

1. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – I SEMESTER
Regular / Supplementary – 2010 Scheme

Date	Time	Subject

07.12.2011	10.00 am to 1.00 pm	PGDCA-101, Computer Organization & Operating Systems
09.12.2011	09.30 am to 12.30 pm	PGDCA-102, Programming Techniques
12.12.2011	10.00 am to 1.00 pm	PGDCA-103, Software Engineering & Database Management Systems
14.12.2011	10.00 am to 1.00 pm	PGDCA-104, Internet & Web Technology

2. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – I SEMESTER
Supplementary – 2005 Scheme

Date	Time	Subject

07.12.2011	10.00 am to 1.00 pm	PGDCA-101, Computer Organization
09.12.2011	09.30 am to 12.30 pm	PGDCA-102, Programming Techniques
12.12.2011	10.00 am to 1.00 pm	PGDCA-103, Operating System
14.12.2011	10.00 am to 1.00 pm	PGDCA-104, Database Management Systems

3. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – II SEMESTER

Regular / Supplementary – 2010 Scheme

Date	Time	Subject
08.12.2011	10.00 am to 1.00 pm	PGDCA-201, Advanced Web Technologies
13.12.2011	10.00 am to 1.00 pm	PGDCA-202, Programming in JAVA
15.12.2011 `	10.00 am to 1.00 pm	PGDCA-203,Computer Communication & Networks

4. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – II SEMESTER

Supplementary – 2005 Scheme

Date	Time	Subject
08.12.2011	10.00 am to 1.00 pm	PGDCA-201, System Analysis & Visual Programming
13.12.2011	10.00 am to 1.00 pm	PGDCA-202, Java & Web Technology
15.12.2011 `	10.00 am to 1.00 pm	PGDCA-203,Computer Communication & Networks

5. POST GRADUATE DIPLOMA IN AUDIO ENGINEERING – I SEMESTER

Regular / Supplementary – 2010 Scheme

Date	Time	Subject
07.12.2011	10.00 am to 1.00 pm	PGDAE -101, Accoustics
09.12.2011	9.30 am to 12.30 pm	PGDAE -102, Sound Recording

6. DATA ENTRY TECHNIQUES & OFFICE AUTOMATION - I SEMESTER
Regular / Supplementary – 2010 Scheme

Date	Time	Subject
07.12.2011	1.30 pm to 4.30 pm	DETOA – 101, Computer Fundamentals & Networking
12.12.2011	1.30 pm to 4.30 pm	DETOA – 102, Data Entry Techniques and Word Processing
14.12.2011	1.30 pm to 4.30 pm	DETOA – 103 , English for Communication

7. DATA ENTRY TECHNIQUES & OFFICE AUTOMATION - II SEMESTER
Regular / Supplementary – 2010 Scheme

Date	Time	Subject
08.12.2011	1.30 pm to 4.30 pm	DETOA – 201, Web Technologies
13.12.2011	1.30 pm to 4.30 pm	DETOA – 202, Data Base Application
15.12.2011	1.30 pm to 4.30 pm	DETOA – 203 , Desktop Publishing & Graphics

8. DATA ENTRY TECHNIQUES & PC MAINTENANCE - I SEMESTER
Supplementary – 2002 Scheme

Date	Time	Subject
07.12.2011	1.30 pm to 4.30 pm	DDTPM-101, Computer Fundamentals
12.12.2011	1.30 pm to 4.30 pm	DDTPM-102, Data Entry Techniques and Word Processing
14.12.2011	1.30 pm to 4.30 pm	DDTPM-103, English for Communication

9. DATA ENTRY TECHNIQUES & PC MAINTENANCE - II SEMESTER

Date	Time	Subject

08.12.2011	1.30 pm to 4.30 pm	DDTPM-101, PC Maintenance & Networking
13.12.2011	1.30 pm to 4.30 pm	DDTPM-101, Database Applications
15.12.2011	1.30 pm to 4.30 pm	DDTPM-101, Desk Top Publishing & Graphics

10. DIPLOMA IN COMPUTER APPLICATION
Regular – 2010 Scheme

Date	Time	Subject

28.11.2011	10.00am to 1.00 pm	DCA-101, PC Hardware & Operating Systems
30.11.2011	10.00am to 1.00 pm	DCA-102, Office Automation Packages
02.12.2011	9.30 am to 12.30 pm	DCA-103, Networking & Web Technology

Eligible candidates studying /studied for the course under IHRD may register for the examinations.

Application from for registration for the examinations can be had from the office of the above centres upto 28.10.2011 Last date for submission of application for registration in the respective examination centres is 28.10.2011 Regular candidates are not required to remit the examination fee again. All candidates appearing for the supplementary examination should remit the examination fee at the rate of Rs.200/- per subject, subject to a maximum of Rs.750/- per semester course in the respective centres along with the application for registration. Late and defective application will not be considered.

Sd/-
Prof. V. Subramony
DIRECTOR