

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
PRAJEO TOWERS,VAZHUTHACAUD  
THIRUVANANTHAPURAM**

No.DB1/6118/12/HRD

Dated:29<sup>th</sup> June, 2012

**CIRCULAR**

*Sub:- IHRD – Academic calendar for IHRD regular courses – Reg: -*

In order to streamline the academic activities of IHRD regular courses, it is decided to announce a tentative academic calendar for each semester period. This will help the students and teaching staff to prepare for the semester examinations properly. In the circumstances, the tentative schedule to be followed for the next semester period is furnished below.

**I. TENTATIVE SCHEDULE FOR ACADEMIC ACTIVITIES FOR NEXT SEMESTER PERIOD**

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|---|--|
| 1. Date of commencement of semester classes   | : 3.7.12   |
| 2. Publication of previous semester results   | :27.8.12   |
| 3. Last date for applying revaluation, recounting   | :15days from the date of result or as mentioned in the examination rules |
| 4. Receipt of application at IHRD for special sanction to register for December - 2012, examinations  | :30 days from the date of publication of result                          |
| 5. Registration for Regular/Supplementary exam December 12  | : 15.10.12   |
| 6. Receipt of registration forms/candidates list at IHRD Hqrs   | : 30.10.12   |
| 7. End of semester classes (All theory/practical classes should complete on this date)  | : 30.11.12   |
| 8. Commencement of theory examinations  | :03.12.12  |
| 9. Forwarding of exam materials from IHRD to exam centres (Question papers, answer books on request etc.)   | : 30.11.12   |
| 10. Forwarding of sessional marks to IHRD Hqrs<br><b>Corrected A-list &amp; cancelled hall tickets</b>  | : before 20.12.12  |
| 11. Forwarding of answer scripts to IHRD  | :Immediately after the the completion of theory exams                    |
| 12. Commencement of second semester classes   | : 09.01.2013   |
| 13. Completion of practical examinations  | : before 15.01.2013  |
| 14. Forwarding of mark lists of practical exam, speed test score of DDTPM second semester students, attendance statement etc. from the exam centre to IHRD Hqrs | : Before 16.01.13.   |

- II. The tentative schedule given above is applicable for all IHRD courses including (PGDCA/DDTPM) and effective for all semesters.
- III. Head of institutions and teaching faculties shall follow the tentative schedule given above unless specified otherwise. This circular should be circulated among all teaching faculties of IHRD regular courses. Important dates relevant to students must be displayed in the notice board.
- IV. Teaching faculty should arrange extra classes/labs, if required, well in advance to complete portions as per the syllabus and as per the schedule. Loss of class work during the semester period due to local holidays/vacation etc should be compensated by arranging extra classes. Head of institutions may allow compensatory leave for such teachers who engage at least 3hrs. of class work on holidays.
- V. The details of such as sessional marks/ practical marks etc. should be forwarded to IHRD strictly in the order of register number of candidates.
- VI. The classes for next semester /new admission should be commenced immediately after completion of theory examination during July - 2012. The regular class work for second semester students may be suspended only on the date of practical examinations for the first semester.
- VII. No candidate shall be re-admitted to second semester of the programme without proper instruction from the Director. If the applicant has completed the first semester study in the old scheme and wish to continue the study in the new scheme, he/she will be re-admitted as per rules and regulations of the course.

**Sd/-**  
***DIRECTOR***

To,

1. The Deputy Director, RC, Thiruvananthapuram
2. The Principal, College of Applied Science, Calicut
3. The Principal, College of Applied Science, Kattappana
4. The Principal, College of Applied Science, Mavelikkara
5. The Principal, College of Applied Science, Adoor
6. The Principal, College of Applied Science, Peerumedu
7. The Principal, College of Applied Science, Vadakkencherry
8. The Principal, College of Applied Science, Mallappally
9. The Principal, College of Applied Science, Thodupuzha
10. The Principal, College of Applied Science, Pattuvam
11. The Principal, College of Applied Science, Nadapuram
12. The Principal, Model Polytechnic College, Mala
13. The Principal, Model Polytechnic College, Vadakara
14. The Principal, Model Polytechnic College, Kalliassery
15. The Principal, Model Polytechnic College, Painavu
16. The Principal, Model Polytechnic College, Karunagappally
17. The Principal, Technical Higher Secondary School, Puthuppally
18. The Principal, Technical Higher Secondary School, Adoor
19. The Principal, Technical Higher Secondary School, Perinthalmanna
20. The Principal, Technical Higher Secondary School, Kaloor
21. The Principal, Technical Higher Secondary School, Thodupuzha
22. The Principal, Technical Higher Secondary School, Perissery
23. The Principal, Technical Higher Secondary School, Cherthala

24. The Principal, Technical Higher Secondary School, THSS, Peerumedu
25. The Principal, Technical Higher Secondary School, THSS, Aluva
26. The Principal, Technical Higher Secondary School, THSS, Cheemeni
27. The Officer-in-charge, Extension Centre of IHRD, Tirur
28. The Officer-in-charge, Extension Centre of IHRD, Cherpu
29. The Officer-in-charge, Extension Centre of IHRD, Kundara
30. The Officer-in-charge, Extension Centre of IHRD, Nedumkandam
31. The Officer-in-charge, Extension Centre of IHRD, Valanchery
32. The Officer-in-charge, Extension Centre of IHRD, Rajakkad
33. The Officer-in-charge, Study Centre of IHRD, Thiruvilwamala
34. The Officer-in-charge, Skill Development Centre, Dhanuvachapuram
35. The Director, Model Finishing School, Trivandrum
36. CA to Director
37. S.F
38. OC

**Approved for Issue**

**Sd/-**

**Head Clerk**