INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

ADMISSION TO

DIPLOMA IN COMPUTER APPLICATIONS

MARCH 2013

PROSPECTUS

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

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT is an autonomous institute established by the Government of Kerala. The Institute invites application for admission to Diploma Course in Computer Applications (Six months course). The scheme of study and syllabus has been updated incorporating advanced topics. The course is targeted to the employment opportunities in public and private sector and for self employment.

1. **Eligibility for admission**

   Plus Two pass or equivalent

2. **Course Centres and Sessions.**

Sl No.	Name of Centre	No. of seats available
		Day time
1.	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104	**40**
2.	Model Polytechnic College, Kalletumkara P O, Mala, Thrissur – 680 683	**40**
3.	Model Polytechnic College, Edakulangara P O, Karunagappally, Kollam – 690 562	**40**
4.	E. K Nayanar Memorial Model Polytechnic College, Kalliassery, LPS Campus, Kannur – 670 562	**40**
5.	College of Applied Science, Pattuvam Safeguard Complex, Kuttikkol P.O. Taliparambu, Kannur - 670 141 Ph : 0460 -2206050, 206988	**40**
6.	P K Kalan Memorial College of Applied Science Mananthavady Nelloornadu P.O Mananthavady,Waynad-670645 Ph: 04935-245484	**40**
7.	College of Applied Science, EMS Smaraka Community Hall, Pazhayannur, Chelakkara, Thrissur –680587	**40**
8.	College of Applied Science, Nattika, Valapad P.O, Thrissur – 680567 Ph: 0487-2395177	**40**
9.	College of Applied Science, Adoor, Pin – 691523 Ph: 04734-224076	**40**
10.	College of Applied Science Government Junior Technical High -School Campus, Neruvambram, Ezhome, Pazhayangadi P.O Payyannur – 670 303 Phone: 0497 – 2752500/2877600	**40**
11.	College of Applied Science, PWD Rest House Campus, Kuttikanam P.O. Peermade – 685 531 Phone : 04869-232373 (O)	**40**
12.	College of Applied Science, Nadapuram, Govt. HSS Kuttippuram -Campus, Payanthony, Kallachi Kozhikode-673506 Phone: 0496-2556300	**40**
13.	College of Applied Science, Govt. Boy's High School Campus, (Vocational Higher Secondary School) Mavelikkara – 690 101 Phone : 0479-2304494 (O)	**40**
14.	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph : 0495-2765154	**40**
15.	College of Applied Science, Payyappady P.O., Puthuppally, Kottayam – 686 034 Phone : 0481-2351631	**40**
16.	College of Applied Science, Govt. UPS Campus, Karthikappally Harippad – 690516	**40**
17.	Technical Higher Secondary School, Govt. U.P. School Campus Avanur P.O., Varadium Thrissur – 680 547 Phone : 0487-2214773.	**40**
18.	Technical Higher Secondary School College of Engineering Campus Ottappunna, Pallippuram.P.O Cherthala, Alappuzha Phone : 0478-2552828.	**40**
19.	Technical Higher Secondary School, Muttada, Muttada P.O. Thiruvananthapuram -695 025 Phone : 0471-2543888.	**40**
20.	Technical Higher Secondary School, Muttom P.O., Thodupuzha Idukki – 685 587 Phone : 04862-255755.	**40**
21.	Technical Higher Secondary School Govt. HSS Campus, High Road Aluva, Ernakulam- 683 101 Phone : 0484-2623573.	**40**
22.	Technical Higher Secondary School, Kaloor, Cochin 682 017 Phone: 0484 2347132	**40**
23.	Technical Higher Secondary School, Perinthalmanna, Angadippuram P.O.Malappuram District Pin: 679321 Phone : 04933-225086	**40**
24.	Technical Higher Secondary School, Puthuppally, Kottayam – 686 011 Phone : 0481-2351485.	**40**
25.	Model Technical Higher Secondary School, Kaprassery, Nedumbassery, Chengamanadu – 683 585	**40**
26.	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947	**40**
27.	Regional Centre of IHRD, Edappally, Ernakulam-682024 Ph: 0484-2337838	**40**
28.	Extension Centre of IHRD, Near Stadium, Thazhe palam, Tirur, Malappuram - 676 107. Ph : 0494-2423599	**40**
29.	Extension Centre of IHRD, Mini Civil Station, Cherpu Ph: 0487-3209761.	**40**
30.	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara 691 501, Phone: 0474 2580462	**40**
31.	IHRD Centre, Panchayath Samskarika Nilayam, Kottaram Junction, Valanchery, Kuttippuram, Phone: 0494 2646303	**40**
32.	Model Finishing School, Vikas Bhavan P.O, P.M.G Thiruvananthapuram – 695033 Ph: 2307733	**40**
33.	IHRD Study Centre Panchayat Building, Near Govt. HSS Rajakkad.P.O, Idukki-685566 Ph: 04868-241636.	**40**
34.	IHRD Study Centre Nellari Building, Central Junction Nedumkandam.P.O, Idukki-685553 Ph: 04868-233077.	**40**
35.	Skill Development Centre, Kadappakkada	**40**

| 3. | Intake/Batch | : | **40 per batch** |

4. **Cost of application form & Prospectus** : ₹.50/-

5. **Sale of application**
Application form and Prospectus can be had from the office of the respective centres on payment of ₹.50/- by cash on all working days up to **20.3.2013.**

6. **Last date for receipt of filled in application**
for admission in the respective training centre : 20.3.2013

7. **Probable date of commencement of classes** : 3.4.2013

8. **How to apply**
Completed application accompanied by demand draft for ₹.100/- (₹50/- for SC/ST candidates) drawn in favour of the head of training centre towards registration fee and attested copies of mark list of +2 examination chosen training centre on or before the last date prescribed. The D.D in respect of Model Polytechnic, Mala should be payable at Chalakudy. Candidates are precluded from applying to more than one training centre for admission. In the application, the name of training centre chosen should be invariably noted. 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.*
Application form downloaded from the websites www.ihrdkerala.org. / www.ihrd.ac.in can also be used and should be submitted to the concerned training centre along with a Demand Draft for ₹.150/- (100/- for SC/ST candidates) drawn in favour of the head of concerned training centre.

9. **Reservation**
1) 25% of the seats will be reserved for SC/ST/OEC Students (As per G.O.(Rt) 212/2011/SC ST dtd 14/02/2011)
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.

10. **Basis of Selection**
On the basis of aggregate percentage of marks secured in the +2 Examination. (Each training centre will be treated as separate unit for selection of candidates).

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 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.

12. **Course Contents includes**
First Semester : PC Hardware & Operating Systems, Office Automation Packages, Networking & Web Technology, Computer Lab 1 (Windows, Linux, PC Hardware), Computer Lab 2 (Office automation packages), Computer Lab 3 (Network, PC Skills, Internet)

13. **Details of fee**

Admission fee	:	₹.300.00/-	
Tuition fee *	:	₹.6000.00/-	
Caution Deposit (Refundable)	:	₹.500.00/-	
Examination fee *	:	₹.750.00/-	
Internet fee	:	₹.150.00/-	
Total		₹. 7200+500 (CD)	

First Installment of Fee to be paid at the time of admission.

Admission fee	:	₹. 300/-
Tuition fee	:	₹. 3,000/-
Exam Fee	:	₹. 750/-
Internet Fee	:	₹. 150/-
Caution Deposit (*refundable*)	:	₹. 500/-
Total	:	₹. 4,700/-

Second Installment of Fee to be paid during third month of admission. : ₹. 3,000/-
(Fine ₹.10/- per day including holidays after last date, subject to a maximum of ₹.300/-)

The Fees once paid is non-refundable under any circumstances, unless stated otherwise

14. 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.

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)**

1. The final Examination will be conducted by the IHRD, immediately after the completion of the course.
2. Candidates who have secured a minimum of 75% of the attendance during the course only are eligible for the registration for the examination.
3. Students who have shortage of attendance, but not condoned, are not eligible to register for the examination.
4. A candidate will have up to four consecutive chances for appearing the final 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. Candidates who have not secured the minimum attendance during the course or those who have failed for continuous evaluation even for one subject have to repeat the course by paying the prescribed fees.
6. The minimum marks required for a pass in each subject will be 50% of maximum marks. (ie, for theory/practical (End of course assessment and the continues evaluation put together.) However individual minimum of 50% is required for theory/practical (End of course assessment) and continues evaluation of each subject, separately. There is no provision for improvement of sessional (CE) marks, unless the candidate repeats the course.
7. A candidate can apply for the revaluation or re-counting of answer scripts on the following conditions.
   i. The application for revaluation/re-counting of answer scripts shall be submitted in the prescribed format through the head of institution along with the required fee, within 10 days of receipt of mark lists or within 15 days of date of publication of result, which ever is earlier.
   ii. The revaluation/re-counting fee once remitted will not be refunded under any circumstances.
   iii. The revised marks list will be issued, if there is an increase in marks during re-counting.
   iv. For revaluation, the revised marks will be awarded only if there is a minimum of 10% increase in marks awarded during first valuation.
8. The students have the opportunity to point out the mistakes in Name, sex, date of birth etc. given in the hall ticket by making necessary correction in the copy of A-list, at the time of receiving hall tickets. They can also submit request for correction through the head of training centre, with a copy of the SSLC certificate any time, before the publication of results. These changes will be corrected free of cost. But, once mark list/diploma certificate is prepared and forwarded to the training centre for issue, any correction of above details will be made on the following conditions.
   a. A request shall be submitted along with the mark list/diploma issued in original and a copy of the SSLC certificate.
   b. Correction fee for Mark list/Diploma certificate should be remitted.
   c. Any other mistakes in marks entered in the mark list will be corrected free of cost on surrender of original mark list.
9.
   i. Those who pass the final examination in the first chance securing an aggregate of 75% or more marks will be declared to have passed the course in "First Class with Distinction".
   ii. Those who pass the final examination in the first chance securing an aggregate of 60% or more marks will be declared to have passed the course in "First Class".
   iii. All other successful candidates will be placed in the "Second Class".
10. All successful candidates will be awarded a Diploma by the IHRD.
11. A provisional certificate will be issued to successful students, if applied within 3 months from the date of publication of results. Application in the prescribed format duly recommended by the head of training centre should be submitted to the Director, IHRD, along with the prescribed fees and proof of Identity. The provisional certificate once issued, will be valid for 6 months from the date of issue or till the Diploma certificates are issued, whichever is earlier.

Sd/-
DIRECTOR

Thiruvananthapuram
Date : 25.01.2013