

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

ഐ.എച്ച്.ആർ.ഡി. നടത്തുന്ന പോസ്റ്റ് ഗ്രാജ്വേറ്റ് ഡിപ്ലോമാ ഇൻ കമ്പ്യൂട്ടർ ആപ്ലിക്കേഷൻ, പോസ്റ്റ് ഗ്രാജ്വേറ്റ് ഡിപ്ലോമാ ഇൻ ഓഡിയോ ഇഞ്ചിനീയറിംഗ്, ഡിപ്ലോമാ ഇൻ ഡാറ്റാ എൻട്രി ടെക്നിക്കൽ ആന്റ് ഓഫീസ് ഓട്ടോമേഷൻ, ഡിപ്ലോമാ ഇൻ കമ്പ്യൂട്ടർ ആപ്ലിക്കേഷൻ, സർട്ടിഫിക്കറ്റ് കോഴ്സ് ഇൻ ലൈബ്രറി ആന്റ് ഇൻഫർമേഷൻ സയൻസ് എന്നീ കോഴ്സുകളുടെ ഒന്നും രണ്ടും സെമസ്റ്റർ റഗുലർ/സപ്ലിമെന്ററി പരീക്ഷകൾ മാസത്തിൽ നടത്തുന്നതാണ്. വിദ്യാർത്ഥികൾ പഠിക്കുന്ന/പഠിച്ചിരുന്ന സെന്ററുകളിൽ 03/05/2013നു മുമ്പായി പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്യേണ്ടതാണ്. രജിസ്ട്രേഷനുള്ള അപേക്ഷാഫോറം പരീക്ഷാ കേന്ദ്രങ്ങളിൽ ലഭ്യമാണ്. വിശദവിവരങ്ങൾ ഐ.എച്ച്.ആർ.ഡി. വെബ്സൈറ്റിൽ [www.ihrd.ac.in](http://www.ihrd.ac.in) ലഭ്യമാണ്.

തിരുവനന്തപുരം  
തീയതി: 22/04/2013

ഡയറക്ടർ



## **Institute of Human Resources Development**

Prajo'e Towers, Vazhuthacaud, Thiruvananthapuram-14.

No. DB1/4612/2013/HRD

Dated : 22<sup>nd</sup> April, 2013

### **NOTIFICATION**

The semester Examinations for the I/II Semester PGDCA, PGDAE, DDTOA, DCA& CLISc are scheduled for June 2013. The following institutions will be the examination centres.

#### **The Chief Superintendent & Examination Centres**

1. The Deputy Director, Regional Centre, Thiruvananthapuram
2. The Officer-in-charge, Extension Centre, Tirur
3. The Officer-in-charge, Extension Centre, Cherpu
4. The Officer-in-charge, Extension Centre, Kundara
5. The Officer-in-charge, Extension Centre, Thiruvilvamala
6. The Officer-in-charge, Study Centre, Valanchery
7. The Officer-in-charge, Study Centre, Nedumkandam
8. The Officer-in-charge, Study Centre, Rajakkad
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10. The Principal, College of Applied Science, Kattappana
11. The Principal, College of Applied Science, Mavelikkara
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29. The Principal, College of Applied Science, Chelakkara
30. The Principal, College of Applied Science, Puthuppally
31. The Principal, College of Applied Science, Kallooppa
32. The Principal, College of Applied Science, Neruvambram
33. The Principal, College of Applied Science, Marayur
34. The Principal, Model Polytechnic College, Mala
35. The Principal, Model Polytechnic College, Vadakara
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45. The Principal, Technical Higher Secondary School, Perissery  
 46. The Principal, Technical Higher Secondary School, Kaloor  
 47. The Principal, Technical Higher Secondary School, Aluva  
 48. The Principal, Technical Higher Secondary School, Peerumedu  
 49. The Principal, Model Technical Higher Secondary School, Kaprassery  
 50. Model Finishing School, Thiruvananthapuram

The Time Table for the above examination is furnished below:

**PGDCA, DDT&OA, DCA, PGDAE, CLISc Regular/Supplementary Examinations**  
**June - 2013**

**TIME TABLE**

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

| Date       | Time                 | Subject   |
|------------|----------------------|---|
| 05.06.2013 | 10.00 am to 1.00 pm  | PGDCA-101, Computer Organization & Operating Systems          |
| 07.06.2013 | 09.30 am to 12.30 pm | PGDCA-102, Programming Techniques                             |
| 10.06.2013 | 10.00 am to 1.00 pm  | PGDCA-103, Software Engineering & Database Management Systems |
| 12.06.2013 | 10.00 am to 1.00 pm  | PGDCA-104, Internet & Web Technology                          |

**2. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS – II SEMESTER**  
**Regular / Supplementary – 2010 Scheme**

| Date       | Time                | Subject                                      |
|------------|---------------------|--|
| 06.06.2013 | 10.00 am to 1.00 pm | PGDCA-201, Advanced Web Technologies         |
| 11.06.2013 | 10.00 am to 1.00 pm | PGDCA-202, Programming in JAVA               |
| 13.06.2013 | 10.00 am to 1.00 pm | PGDCA-203, Computer Communication & Networks |

**3. POST GRADUATE DIPLOMA IN AUDIO ENGINEERING – II SEMESTER**  
**Regular / Supplementary – 2010 Scheme**

| Date       | Time                | Subject  |
|------------|---------------------|--|
| 06.06.2013 | 10.00 am to 1.00 pm | PGDAE -201, Amplifiers and Signal Processing     |
| 11.06.2013 | 10.00 am to 1.00 pm | PGDAE -202, Monitoring, Mastering and Production |

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

| Date       | Time               | Subject  |
|------------|--------------------|--|
| 05.06.2013 | 1.30 pm to 4.30 pm | DDTOA – 101, Computer Fundamentals & Networking        |
| 07.06.2013 | 2.00 pm to 5.00 pm | DDTOA – 102, Data Entry Techniques and Word Processing |
| 10.06.2013 | 1.30 pm to 4.30 pm | DDTOA – 103, English for Communication                 |

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

| Date       | Time               | Subject                                    |
|------------|--------------------|--|
| 06.06.2013 | 1.30 pm to 4.30 pm | DDTOA – 201, Web Technologies              |
| 11.06.2013 | 1.30 pm to 4.30 pm | DDTOA – 202, Data Base Application         |
| 13.06.2013 | 1.30 pm to 4.30 pm | DDTOA – 203, Desktop Publishing & Graphics |

**6. DIPLOMA IN COMPUTER APPLICATION**  
**Regular /Supplementary --2010 Scheme**

| Date       | Time                | Subject                                  |
|------------|---------------------|--|
| 07.06.2013 | 9.30 am to 11.30 am | DCA-101, PC Hardware & Operating Systems |
| 10.06.2013 | 10.00am to 12.00 pm | DCA-102, Office Automation Packages      |
| 12.06.2013 | 10.00am to 12.00 pm | DCA-103, Networking & Web Technology     |

**7. CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE**  
**Regular /Supplementary**

| Date       | Time               | Subject   |
|------------|--------------------|---|
| 05.06.2013 | 1.30 pm to 4.30 pm | CLiSc-101, Library Organization and Management    |
| 07.06.2013 | 2.00 pm to 5.00 pm | CLiSc-102, Library Classification and Cataloguing |
| 10.06.2013 | 1.30 pm to 4.30 pm | CLiSc -105, Information Sources & Services        |
| 12.06.2013 | 1.30 pm to 4.30 pm | CLiSc -106, Information Technology                |
| 13.06.2013 | 1.30 pm to 4.30 pm | CLiSc -103, Library Classification (Practical)    |
| 14.06.2013 | 2.00 pm to 5.00 pm | CLiSc -104, Library Cataloguing (Practical)       |

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

Application form for registration for the examinations can be had from the office of the above centres upto 03.05.2013. Last date for submission of application for registration in the respective examination centres is 03.05.2013. 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/-  
DIRECTOR**

From

The Director

To

The head of institutions

1. The Deputy Director, Regional Centre, Thiruvananthapuram
2. The Officer-in-charge, Extension Centre, Tirur
3. The Officer-in-charge, Extension Centre, Cherpu
4. The Officer-in-charge, Extension Centre, Kundara
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Sir,

**Sub: - IHRD – Semester Examinations Regular /Supplementary  
PGDCA, PGDAE, DDT&OA, CLISc & DCA – June 2013 –  
conducting of – reg.**

**Ref: - This office exam notification dtd 22.04.2013.**

Please refer to this office notification cited. It is proposed to conduct the PGDCA I/II Semester Regular/Supplementary, DDT&OA I/II Semester Regular/Supplementary, DCA Regular/Supplementary, PGDAE II Semester and CLISc Regular/Supplementary Examinations during June 2013. Notification can be had from the IHRD website. 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   | : 22/04/2013  |
| Last date for receipt of application for registration from the candidates in the respective examination centres   | : 03/05/2013.   |
| Date of closure of semester course  | : 30/05/2013  |
| Receipt of application for special sanction for registering for the examination at IHRD HQ, Thiruvananthapuram  | : 03/05/2013  |
| Receipt of consolidated list of candidates along with their application and other documents such as list of Candidates, etc. in the IHRD HQ, Thiruvananthapuram | : 06/05/2013.   |
| 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                | : 30/05/2013.        |
| Commencement of theory examination                                | : 05/06/2013.        |
| End of theory examination   | : 14/06/2013.        |
| Date of completion of practical examination for respective course | : Before 01/07/2013. |
| Submission of Practical examination marks to IHRD Head Quarters   | : Before 05/07/2013. |

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 after 03.05.2013 at this office will not be considered under any circumstances and they will not be permitted to write the June 2013 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 for collecting condonation fee. The students should be informed of the above position.

The date of completion of the course for reckoning the attendance in respect of II Semester PGDCA course is 30/05/2013. 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, it should be intimated before 30.05.2013.



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**

**Approved For Issue**

**Head Clerk**