

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

No.DB1/6659/2013/HRD

Dated: 22<sup>nd</sup> July, 2014

**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**

- |   |   |
|---|---|
| 1. Date of commencement of semester classes   | : 02.07.2014  |
| 2. Publication of previous semester results   | : 30.08.2014  |
| 3. Last date for applying for revaluation, recounting   | : 15 days from the date of publication of result                    |
| 4. Receipt of application at IHRD for special sanction to register for December 2014 examinations   | : 30 days from the date of publication of result                    |
| 5. Registration for Regular/Supply exam December 2014   | : 24.10.2014  |
| 6. Receipt of registration forms/candidates list at IHRD Hqrs:  | 31.10.2014  |
| 7. End of semester classes (All theory/practical classes should complete on this date)  | : 28.11.2014  |
| 8. Commencement of theory examinations  | : 03.12.2014  |
| 9. Completion of practical examinations   | : before 09.01.2015   |
| 10. Forwarding of exam materials from IHRD to exam centres (Question papers, hall tickets & A list etc.)  | : 28.11.2014  |
| 11. Forwarding of sessional marks, corrected A-list and cancelled hall tickets to IHRD Hqrs   | : 15.12.2014  |
| 12. Forwarding of answer scripts to IHRD  | : within 3 working days from the date of completion of theory exams |
| 13. Commencement of second semester classes   | : 01.01.2015  |
| 14. Forwarding of mark lists of practical exam, speed test score of DDTOA second semester students, attendance statement etc. from the exam centre to IHRD Hqrs | : 12.01.2015  |

- II. The tentative schedule given above is applicable for all IHRD courses including (PGDCA/DDTOA/PGDAE) 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. The application for revaluation/recounting/special sanction received in the IHRD, Headquarters after 15 days/30 days from the date of publication of result (whichever is applicable) shall be **summarily rejected**. Fee if any remitted shall not be refunded. Institutions in this regard given in the Rules and Regulations for the respective courses should be scrupulously followed.
- V. 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 3 hrs. of class work on holidays.
- VI. The details of candidates such as sessional marks/ practical marks etc. should be forwarded to IHRD strictly in the order of register number of candidates.
- VII. The classes for next semester /new admission should be commenced immediately after completion of theory examination during December, 2014. The regular class work for second semester students may be suspended only on the date of practical examinations for the first semester.
- VIII. 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 second semester in the new scheme, he/she will be readmitted as per the rules and regulations of the course.

*Sd/-*  
*Dr. J. Letha*  
*DIRECTOR (i/c)*

To,

1. All heads of institutions (except Engineering Colleges) under IHRD
2. CA to Director
3. S.F
4. OC

*Approved for Issue*

*Superintendent*