



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

No. DA2/5361/2015/HRD

Dated: 22nd May, 2015

CIRCULAR

Sub: - IHRD – CAS – Guidelines for admission procedure in Colleges of Applied Science for academic year 2015-16 – reg: -

The following directions are issued in connection with the admission process for the Colleges of Applied Science under IHRD.

1. For the academic year 2015-16, printed application forms will not be distributed from IHRD Headquarters. Applicants have to download the application forms and prospectus from the website of IHRD. Copies of downloaded application form can be distributed from College office by collecting photocopy charges from the applicant.
2. The applicant must remit the requisite registration fee (application fee) as D.D/Cash along with the filled in application form. Principal must issue a miscellaneous receipt to the applicant for the registration fee collected as D.D/Cash.
3. The concerned officer in the College should enter the fee registration details, Registration number etc. in the space provided in the application form. For this purpose, a register for registered application forms should be maintained in the College. The Head of institution/Principal should verify and counter sign at the end of the day, if there is any entry made in it, that day.

4. The Approved Prospectus would be published in the website of IHRD. Head of institutions should arrange printing of required quantity of prospectus. To reduce cost, printing for nearby institutions can be combined together as per the convenience.
5. The Head of Institution who has printed the prospectus should forward the registration fee to the Director after deducting the printing charges, if any. Copy of the voucher along with expenditure statement should be forwarded to substantiate the expenditure.
6. In addition to the above, guidelines as per this office circular DA1/2948/14/HRD dtd 18.06.2014 should be adhered to.

The Head of institutions are instructed to strictly follow the guidelines as mentioned above.

Sd/-
Dr. V.P. Devassia
DIRECTOR (i/c)

To

- ✓ 1) All Head of Institutions, CAS under IHRD
- 2) A.O & F.O for information
- 3) S.F/O.C

Approved for Issue

Superintendent