



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
*(Established by Government of Kerala)*

ADMISSION TO  
**Diploma in**  
**Data Entry Techniques & Office Automation**

**JANUARY 2011**

**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 the two semesters Diploma Course in Data entry Techniques & Office Automation. The scheme of study and syllabi have been updated incorporating advanced topics. This course is targeted to the employment opportunity *in the Private sector and for self-employment*, as a data-entry/DTP operator. The details are given below.

**1. Eligibility for admission : SSLC Pass/equivalent**

| SI.No. | COURSE CENTRES AND SESSIONS   | No of seats available in each Sessions |                     |
|--------|---|--|---------------------|
|        |   | Day time                               | *Outside Office hrs |
| 1      | College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph : 0495-2765154   | 40                                     | No                  |
| 2      | College of Applied Science, Pattuvam, Safe Guard Complex, Kuttikkol P.O Thalipparambu, Kannur-670141 Phone.0460 2206050, 206988                 | 40                                     | No                  |
| 3      | College of Applied Science, Govt. College Campus, Munduparamba, Malappuram - 676 509 Phone: 0483 2736211(0)                                     | 40                                     | No                  |
| 4      | College of Applied Science, Marayur, Anchunada, Kanthalloor, Sahayagiri P.O Marayur (Via) Pin - 685620  | 40                                     | No                  |
| 5      | College of Applied Science, NKM HSS Campus, Dhanuvachapuram (Parasala), Thiruvananthapuram 695503, Phone: 0471 2234373                          | No                                     | 40                  |
| 6      | Model Polytechnic, Nut Street, Vadakara, Pin-673 104 Ph: 0496-2524920   | 40                                     | No                  |
| 7      | Model Polytechnic, Mala, Kallettumkara P.O, Pin - 680 683 Ph : 0480-2720746, 2233240  | 40                                     | No                  |
| 8      | Model Polytechnic College, Pada, North Karunagappally, Kollam 690518, Phone: 0476 2623597   | 40                                     | 40                  |
| 9      | Model Polytechnic, Idukki Development Authority Buildings, Painavu, Idukki - 685 603 Ph : 04862-232246  | No                                     | 40                  |
| 10     | E.K.Nayanar Memorial Model Polytechnic, Kalliasserry, Kannur – 670562. Ph : 0497-2780287  | 40                                     | No                  |
| 11     | Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947                       | 40                                     | No                  |
| 12     | Technical Higher Secondary School, KIP Building, Adoor – 691 523, Ph: 04734 224078  | 40                                     | No                  |
| 13     | Technical Higher Secondary School, Puthuppally, Kottayam – 68011 Ph : 0481-2351485  | 40                                     | No                  |
| 14     | Technical Higher Secondary School, Kalanjoor (Konni), Pathanamthitta Phone : 0473-4272320   | 40                                     | No                  |
| 15     | Technical Higher Secondary School, Kaprassery, Nedumbasserry, Changamanadu 683 585 Phone: 0484 2604116  | 40                                     | No                  |
| 16     | Technical Higher Secondary School, Ottappunna Pallippuram P. O, Cherthala, Alappuzha – 688541, Phone: 0478 2552828                              | No                                     | 40                  |
| 17     | Technical Higher Secondary School, West Vanitha Engineers Co-operative Society Building, Perissery P.O, Chengannur 689 121 Phone : 0479 2456499 | No                                     | 40                  |
| 18     | Technical Higher Secondary School, Peermade, Peerumedu P.O Idukki-685531 Phone : 04869 - 233982   | No                                     | 40                  |
| 19     | Extension Centre of IHRD, Mini Civil Station, Cherpu Phone : 0487-3209761   | 40                                     | No                  |
| 20     | Extension Centre of IHRD, Near Stadium, Thazhepalam, Tirur, Malappuram – 676 107, Phone: 0494 2423599   | 40                                     | 40                  |
| 21     | Extension Centre of IHRD, Nedumkandam, Idukki – 685 553 Phone: 04868 233077   | 40                                     | No                  |
| 22     | Extension Centre of IHRD, Rajakkad, Idukki – 685 566 Phone: 04868 241636  | 40                                     | No                  |
| 23     | Extension Centre of IHRD, Kerala Ceramics Showroom Building, Mukkada, Kundara, Kollam 691 501 Phone: 0474 2580462                               | 40                                     | No                  |
| 24     | Study Centre of IHRD, Moochikkal, Valanchery P.O, Malappuram 676 552 Phone: 0494 2646303  | 40                                     | No                  |

3. **Age** : **Below – 40 years**
4. **Intake** : **40 per batch**
5. **Cost of application form & Prospectus** : **₹ 25/-**

Application form and Prospectus can be had from the office of the respective centres on payment of ₹ 25/- by cash on all working days upto 30.12.10 .

6. **Last date for receipt of filled in application for admission in the training centre** : **30.12.2010**
7. **Probable date of commencement of classes** : **12.01.2011**

**8. How to apply**

Completed applications 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 the SSLC examination should reach the head of the chosen training centre on or before the last date prescribed. Candidates are precluded from applying to more than one training center for admission. 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](http://www.ihrdkerala.org) / [www.ihrd.ac.in](http://www.ihrd.ac.in) can also be used and should be submitted to the concerned training centre along with a Demand Draft for ₹ 125/- (₹ 75 for SC/ST) drawn in favour of the head of concerned training centre.

**9. Reservation**

The seats will be filled up on the following formula:

- 1) Seats reserved for SC/ST/OEC and Socially and Educationally Backward Class (SEBC) candidates are as detailed below:
- |                             |       |
|-----------------------------|-------|
| Scheduled Caste             | : 15% |
| Scheduled Tribe             | : 5%  |
| Ezhava, Thiyya, Billavans   | : 9%  |
| Muslims                     | : 8%  |
| LC other than Anglo Indians | : 2%  |
| Other Backward Christians   | : 1%  |
| Other Backward Hindus       | : 5%  |

Candidates claiming reservation under SC/ST quota should produce community certificate from a Revenue officer not below the rank of Tahsildar. Candidates claiming reservation under SEBC/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 SSLC Examination.

**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 head of institution.

The students will make their own arrangements to procure the required text books.

**12. Course Contents**

I semester : Computer Fundamentals & Networking, Data Entry Techniques & Word Processing, English for Communication, Computer Lab-1 (*Windows, Data Entry, Internet*), Computer Lab-2 (*Office Automation Packages*)

II semester : Web Technology Database Applications, Desktop Publishing & Graphics, Computer Lab-3 (*Linux,html,SQL,Database*), Computer Lab-4 (*DTP,Graphics*), Data Entry Speed Test

**13. Course Timing**

3 hours per day on the basis of availability of slots in the course centres

**14. Details of fee**

- |                              |                          |
|------------------------------|--------------------------|
| Admission fee                | : ₹ 300.00/-             |
| Tuition fee *                | : ₹ 5000.00 per semester |
| Internet fee *               | : ₹ 150.00 per semester  |
| Examination fee*             | : ₹ 750.00 per semester  |
| Caution Deposit (Refundable) | : ₹ 500.00               |

- To be paid at the time of admission and beginning of the 2<sup>nd</sup> semester course  
(Fees once paid will not be refunded under any circumstances)

15. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. However 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.

#### 16. Important Rules and Regulations for the Examination

- 1 A Candidate is eligible for attending second semester of the course, only if he/she completes the first semester course and has registered for the first semester regular examination.
- 2 Candidates who have not secured the minimum attendance during the semester or those who have failed for sessional marks (Continuous Assessment) even for one subject have to repeat the semester by paying the prescribed semester fees.
- 3 The minimum marks required for a pass in each subject will be 50% of maximum marks.(ie, for theory/practical and sessional marks put together.) However individual minimum of 40% is required for theory/practical marks and Sessional Marks of each subject, separately. There is no provision for improvement of Sessional Marks marks, unless the candidate repeats the semester study.
- 4 The students who had failed for semester examinations are permitted to register in compartmental or piece meal appearance.
- 5 A candidates is required to complete both the semesters and register for second semester regular examination within 24 months from the date of admission. Candidates who are unable to register for second semester regular examination within 24 months have to repeat the entire course from the first semester.
- 6 A candidate who has completed the first semester and registered for the first semester examinations, but has discontinued the course on medical reasons or otherwise, will be re-admitted to the second semester of the course on the following conditions.
  - i) The candidate must have requested for re-admission to the course within 18 months from the date of admission.
  - ii) The syllabus and the scheme for first & second semester of the course, he/she will be attending, must be the same.
  - iii) The eligible candidate can be re-admitted, subject to the availability of vacant seat at the training centre.
  - iv) The candidate should pay a re-admission fee and a re-registration fee for examination in addition to the normal prescribed semester fees.
  - v) If the schemes are different, the candidate can repeat the course from first semester as per the revised scheme and is eligible for 50% concession on tuition fee during first semester. But he/she should pay all other fees(admission, exam etc.) during the first semester and fee for second semester at normal rates. The above fee concession is applicable as per the following conditions only.
    - i) The candidate has registered for the first semester regular examination under old scheme.
      - ii) the candidate should be re-admitted to the first semester under revised scheme, within 18 months from the date of previous admission under old scheme.
      - iii) the Director, IHRD has issued a written sanction for fee concession.

The detailed scheme and syllabus, Rules and Regulations of Diploma In DET&OA course/Examination is available in each centre for the information of students, students may obtain the same from the concerned centre and read carefully before undergoing the course.

Thiruvananthapuram,  
13.12.2010

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