

Institute of Human Resources Development  
Prajo'e Towers, Vazhuthacaud,  
Thiruvananthapuram – 14.

Proceedings

IHRD – TVPM – Revised scheme and syllabus for DDTPM Course, rules and regulations, pattern of Question Paper and scheme for internal evaluation – submitted by the subcommittee - Approved - Orders Issued.

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No.D5/12102/2009/HRD

Dated, Thiruvananthapuram, 1<sup>st</sup> June, 2010  
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*Read: 1. This office proceedings of even no. dtd 12.10.09*

*2. This office proceedings of even no. dtd 23.2.10*

ORDER

As per this office proceedings read (1) above, a subcommittee has been constituted with the faculties from various centres of IHRD for the revision of scheme and syllabus of existing IHRD courses. The sub committee constituted for the purpose conducted workshops under the chairmanship of Sri. Unnikrishnan Nair, Deputy Director, Regional Centre, Thiruvananthapuram, and updated the existing schemes and syllabus of IHRD Courses incorporating advanced topics in order to cope with the latest technologies and forwarded the same for approval. The revised scheme and syllabus of PGDCA course has already been approved vide this office proceedings 2<sup>nd</sup> cited. The subcommittee now submitted the revised rules and regulations for the conduct of PGDCA and DDTPM courses, pattern of Question Paper and the scheme for internal evaluation for approval.

In continuation of this office order 2<sup>nd</sup> cited and examining all the factors it has been decided to approve the following submitted by the subcommittee constituted for the revision of scheme, syllabus and rules of existing IHRD courses.

1. Scheme and Syllabus of DDET&OA Course
2. Rules and Regulations for the conduct of PGDCA Course
3. Rules and Regulations for the conduct of DDET&OA Course

Sanction is also accorded to rename the existing DDTPM course as Diploma in Data Entry Techniques and Office Automation (DDET&OA) from June 2010 admission. The approved scheme and syllabus (revised) will be applicable to one year Diploma course in DET & OA from June 2010 admission onwards.

Sd/-

**Prof.V.Subramony**  
**DIRECTOR**

To

1. All the Course Centres
2. Joint Director for information
3. Sri. Unnikrishnan Nair, Deputy Director, RC, Thiruvananthapuram  
(Chairman subcommittee)
4. SF/OC

**Forwarded/By Order**

**Junior Superintendent**