



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

**ADMISSION TO**  
**CERTIFICATE COURSE IN LIBRARY & INFORMATION SCIENCE**

**January 2020**

**PROSPECTUS**

*(Prospectus issued for previous years/ batches are not valid for January 2020)*

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT** is an autonomous institute established by the Government of Kerala. The Institute invites application for admission to the six months Certificate Course in Library & Information Science. The scheme of study and syllabus has been updated incorporating advanced topics. The course is targeted to the employment opportunities in public and private sector.

## 1. COURSE CENTRES AND SESSIONS

Sl. No.	Name of Centre	Sessions	
		Day time	*Outside Office hrs.
<b>Thiruvananthapuram</b>			
1	College of Applied Science Dhanuvachapuram, NKM H S School Campus, Dhanuvachapuram, Thiruvananthapuram Dist, Pin- 695503, Phone : 0471-2234373, 2234374, Mobile: 8547005065	Yes	Yes
2.	Technical Higher Secondary School, Muttada, Muttada P.O, Thiruvananthapuram Dist., Pin – 695004, Phone: 0471-2543888, Mobile: 8547006804	Yes	Yes
3	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011, Ph: 0471-2550612, 2554947	Yes	Yes
<b>Kollam</b>			
4	Model Polytechnic College,Karunagappally, Maliyekkal Junction, Edakulangara P.O, Karunagappally, Kollam Dist., Pin – 690523,Phone: 0476-2623597,Mobile: 8547005083	Yes	Yes
5	IHRD Study Centre Kundara,Kerala Ceramics Showroom Buildings, Mukkada, Kundara, Kollam District -691501, Phone: 0474-2580462,Mobile: 8547005090	Yes	Yes
<b>Pattanamthitta</b>			
6	College of Applied Science Adoor, Temple Road, Adoor P O, Pathanamthitta Dist, Pin - 691 523.Phone: 04734-224076,Mobile: 8547005045	Yes	Yes
7	College of Applied Science, Konni, Elimullumplackal P.O Konni, Pathanamthitta Dist Phone : 0468 2382280	Yes	Yes
<b>Kottayam</b>			
8	Model Polytechnic College,Poonjar, Thekkekara P.O, Kottayam Dist., Pin - 686 582,Phone: 04822-209265, 274100,Mobile: 8547005085	Yes	Yes
<b>Idukki</b>			
9	College of Applied Science Thodupuzha,Pullimoottil Building, Mariyilkalingu, Moolamattom Road, Thodupuzha Post,Idukki (Dist),Pin – 685334, Phone: 04862 228447, 228811,Mobile: 8547005047	Yes	Yes
10	Technical Higher Secondary School, Muttom P.O., Thodupuzha, Idukki - 685 587, Phone : 04862-255755	Yes	Yes
<b>Alappuzha</b>			
11	College of Applied Science, Haripad, Govt. UPS Campus, Karthikapally P.O, Haripad - Pin 690516, Ph: 0479-2485370, 2485852, 2485372	Yes	Yes
12	College of Applied Science, Govt. Boys' High School Campus, (Vocational higher Secondary School), Mavelikkara – 690 101, Ph: 0479-2304494 (O)	Yes	Yes
13	College of Applied Science Perissery,Perissery P.O., Chengannur, Alappuzha Dist, Pin: 689126.Phone: 0479-2456499.	Yes	Yes
14	Technical Higher Secondary School,Pallippuram P.O, Cherthala Alappuzha Dist., Pin-688541,Phone : 0478-2552828,Mobile: 8547005030	Yes	Yes
<b>Ernakulam</b>			
15	Technical Higher Secondary School, Govt.HSS Campus, High Road, Aluva, Ernakulam – 683 101, Phone : 0484-2623573	Yes	Yes
16	Model THSS Kaprassery, Nedumbassery P.O., Ernakulam District – 683585, Phone: 0484-2604116, Mobile: 8547005015	Yes	Yes
17	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2341410	Yes	Yes
<b>Thrissur</b>			
18	College of Applied Science, Nattika, Valappad P.O; Thrissur-685067, Ph : 0487 2395177	Yes	Yes
19	K.Karunakaran Memorial Model Polytechnic College Mala, Kallettumkara P.O., Mala, Thrissur District., Pin – 680 683, Phone: 0480-2720746, Mobile: 8547005080	Yes	Yes
20	College F Applied Science, Chelakkara Cheerakuzhy, Pazhayannur P.O Thrissur District Pin : 680587 Phone : 04884 – 227181	Yes	Yes
21	Technical Higher Secondary School, Govt. U.P. School Campus, Avanur P.O., Varadium, Thrissur District - 680 541,Phone : 0487-2214773	Yes	Yes

<b>Palakkad</b>			
22	College of Applied Science Vadakkencherry, Erassankulam, Vadakkencherry (MBR), Palakkad (Dist) – 678 683, Phone : 04922-255061, 203333, Mobile: 8547005042	Yes	Yes
23	College of Applied Sciences Ayalur Ayalur P.O. , Nemmara Via Palakkad Dist. Pin - 678510 Phone : 0492-3241766	Part time	
<b>Malappuram</b>			
24	College of Applied Science, Muthuvallur, Muthuvallur. P. O, Kondotty (Via), Malappuram - 673 638, Ph: 0483 2714218	Yes	Yes
25	College of Applied Science Malappuram, Govt. College campus, Munduparamba P. O, Malappuram (Dist)., Pin - 676 509, Phone: 0483-2736211 ,Mobile: 8547005043	Yes	Yes
26	Technical Higher Secondary School, Perinthalmanna, Near Govt. Polytechnic Hostel, Angadippuram P. O, Malappuram District - 679 321, Phone : 04933-225086, Mobile: 9447404905	Yes	Yes
<b>Kozhikode</b>			
27	College of Applied Science, Thiruvambadi, Near Grama Panchayat Office, Karassery P. O, Mukkom(via), Calicut-673 602, Ph: 0495 2294264	Yes	Yes
28	Model Polytechnic College, Nut Street, Vadakara, Calicut – 673 104, Ph: 0496-2524920	Yes	Yes
29	Technical Higher Secondary School Thiruthiyad, Thiruthiyad, Puthiyara P.O., Kozhikode District – 673 004, Phone: 0495-2721070, Mobile: 8547005031	Yes	Yes
<b>Kannur</b>			
30	College of Applied Science, Koothuparamba, P. O. Kottayam Malabar, Kannur – 670 643, Ph: 0490-2362123	Yes	Yes
31	College of Applied Science, Pattuvam, Safeguard Complex, Kuttikkol. P.O, 7 <sup>th</sup> Mile, Thaliparamba, Kalliassery (via), Kannur -670562 Ph: 0460 - 2206050	Yes	Yes
32	E K Nayanar Memorial Model Polytechnic College Kallyassery, Kallyassery P.O., Kannur District., Pin – 670562, Phone: 0497-2780287, Mobile: 8547005082	Yes	Yes
33	EMS College of Applied Science Iritty, Kiliyanthara, P.O. Iritty, Kannur Dist., Pincode - 670 706, Phone : 0490 – 2423044, Mobile: 8547005052	Yes	Yes
<b>Kasaragod</b>			
34	College of Applied Science, Cheemeni, Pallippara, Pettikkundu. P. O, Cheruvathoor Via), Kasaragod – 671 313, Ph: 0467-2257541	Yes	Yes
35	Model College Madikai, Nileschwaram, Kanhirapoli. PO, Via Anandashram, Kanhangad, Kasaragod Dist., Pin – 671 531, Phone : 0467-240911, Mobile: 8547005068	Yes	Yes

\* (out of office hrs batches will be conducted by the Training Centres subject to availability of sufficient candidates and slots)

2. Intake/Batch : 40 per batch
3. Eligibility for admission : A Pass in SSLC from Board of Public Examinations, Kerala, with eligibility for higher education or equivalent
4. Medium of Instruction : English
5. Last date for receipt of filled in application for admission in the respective training centre : 30.12.2019
6. Probable date of commencement of classes : 08.01.2020

#### 7. How to apply

Application form and Prospectus are available to download from the websites. [www.ihrd.ac.in](http://www.ihrd.ac.in). Copy of Application form is also available from Training Centre also.

Completed applications accompanied by copy of Certificates and Registration fee – Rs.150/- by cash/DD (Rs.100/- for SC/ST candidates) (DD drawn in favour of the head of Training Centre) and attested copies of mark list of the SSLC examination/Educational Qualifications 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 and supporting documents will be rejected without assigning any reason.

## 8. Reservation

25 % of the intake is reserved for SC/ST candidates. Candidates claiming reservation under SC/ST quota should produce community certificate from a Revenue officer not below the rank of concerned Tahsildar. Candidates claiming reservation under 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.

## 9. Basis of Selection

On the basis of aggregate percentage of marks secured in the SSLC Examination. . (Each training centre will be treated as separate unit for selection of candidates).

## 10. Supply of Text Books and Study materials

No text books or study materials shall be supplied to the students free of cost. Study materials shall be borrowed from Library. The students shall make their own arrangements to procure the required text/reference books that is not available in the Library.

## 11. Course Contents (As per 2018 scheme)

Library Organization & Management, Library Classification & Cataloguing, Information Sources & Services, Information Technology, Library Classification (Practical), Library Cataloguing (Practical), Information Technology (Practical).

**\* Medium of Instruction/ Exam will be in English**

## 12. Details of Fee

Admission fee	: Rs. 300/-
Tuition fee	: Rs. 10,000/-
Caution Deposit (Refundable)	: Rs. 500/-
Examination fee	: Rs. 750/-

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**Total : Rs. 11,550/-**

First Installment of Fee to be paid at the time of admission : **Rs. 6,550/-**

Second Installment of Fee to be paid during third month of study : **Rs. 5,000/-**

*(fine Rs. 10/- per day including holidays after last date, subject to maximum of Rs. 300/-)*

**Note: Fees once paid will not be refunded under any circumstances**

13. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. But the SC/ST/OEC candidates selected under reservation quota shall be provisionally exempted from payment of the prescribed tuition 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.
14. The admission process will be cancelled, if recommended minimum no. of candidates are not available to join the course in a centre at the time of interview. In such case, the registration fee will be refunded to the candidates, who have reported for the interview scheduled.

## 15. Important Rules and Regulations for the Examination (Students must read the entire rules and regulations available in the course centre before undergoing the course)

1. Final Examinations will be conducted by the Institute of Human Resource Development, immediately after the completion of the course.
2. Candidates who have successfully completed the course with minimum of 75% attendance alone will be permitted to register for the final Examination. However, the Head of Institutions are authorized to condone

shortage of attendance up to 50% of the total attendance on valid reason realizing Rs.500/- towards condonation fee. The condonation of shortage of attendance shall be granted only one time for the entire course. The candidates who have not secured the minimum 70% of attendance shall not be eligible for condonation of shortage or for registration for semester examination.

3. Maximum number of chances that can be availed of by a student to pass the Final examination is four (consecutive chances)
4. The students who had failed for final examinations are permitted to register in compartment or piece meal appearance.
5. If a candidate discontinues after payment of first installment of the fees and if the student is willing to continue the course next batch, he/she will be re-admitted based on the following conditions.
  - i) The eligible candidate can be re-admitted subject to the availability of seat in the course at that centre.
  - ii) The candidate shall pay re-admission fee of Rs.300/- & exam. re-registration fee of Rs. 300/- in addition to normal prescribed fees.
6. The minimum mark required for a pass in each subject will be 50% i.e. 40% for written examination and 50% for theory and internal evaluation put together.
7. Those who pass the final examination in the first chance securing an aggregate of 75% or more marks put together will be declared to have passed the course in First class with Distinction.
8. Those who pass the final examination in the first chance securing an aggregate 60% or more marks will be declared to have eligible for 1<sup>st</sup> class. If the candidate secure a minimum of 50% marks in successive appearance such candidate will be placed in the second class.
9. All other successful candidates will be placed in the second class.
10. Those who pass the Examination will be awarded a Certificate in Library & Information Science by the INSTITUTE OF HUMAN RESOURCE DEVELOPMENT.

Thiruvananthapuram  
Date: 11.12.2019

**Sd/-  
DIRECTOR**