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

ADMISSION   TO

Data Entry Techniques & Office Automation

January 2019

PROSPECTUS

(Prospectus issued for previous years/ batches are not valid for January 2019)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT is an autonomous institute established by 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. **Course Centres**

Sl.No.	COURSE CENTRES AND SESSIONS	No. of seats Day time
	Thiruvananthapuram	
1.	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O, Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947	40
2.	College of Applied Science Dhanuvachapuram, NKM H S School Campus, Dhanuvachapuram, Thiruvananthapuram Dist, Pin- 695503, Phone: 0471-2234373, 2234374, Mobile: 8547005065	40
3.	Technical Higher Secondary School Muttada, Muttada. P.O, Thiruvananthapuram –695025, Ph: 0471-2543888, Mobile: 9496153141, 8597006804	40
	Kollam	
4.	Model Polytechnic College, Edakulangara P.O Karunagappally, Kollam 690562, Ph: 0476 2623597	40
5.	Extension Centre of IHRD, Kerala Ceramics Showroom Building, Mukkada, Kundara, Kollam 691 501 Phone: 0474 2580462	40
	Pathanamthitta	
6.	College of Applied Science, Attachakal. P. O, Payyanamom, Konni, Pathanamthitta – 689 692, Ph: 0468 2349731	40
7.	Technical Higher Secondary School, KIP Building, Adoor – 691 523, Ph: 04734 224078	40
8.	College of Applied Science Adoor,Temple Road, Adoor P O, Pathanamthitta Dist – 691 523, Phone: 04734-224076, Mobile: 8547005045	40
9.	College of Applied Science Mallappally, Peakuzhiyil Buildings, Mallappally (W) P. O, Pathanamthitta (Dist), PIN- 689 585, Phone: 0469- 2681426, Mobile: 8547005033	40
10.	Technical Higher Secondary School, Mallappally,Mallappally East. P.O, Pathanamthitta District,Kerala State: Pin 689 584 ,Phone : 0469-2680574/2784994,Mobile : 8547005010	40 (Part time)
11.	College of Applied Science, Konni, Attachakkal. P. O, Konni – 689 692, Ph: 0468-2349731	40
	Alappuzha	
12.	Technical Higher Secondary School, Ottappunna, Pallippuram P. O, Cherthala, Alappuzha – 688541, Phone: 0478 2552828	40
13.	College of Applied Science, Govt. Boys' High School Campus, (Vocational higher Seconday School), Mavelikkara – 690 101, Ph: 0479-2304494 (O)	40
14.	College of Applied Science Perissery,Perissery P.O., Chengannur, Alappuzha Dist, Pin: 689126.Phone : 0479-2456499	40
	Kottayam	
15.	Technical Higher Secondary School, Puthuppally, Kottayam – 686011 , Ph : 0481-2351485	40
16.	Model Polytechnic College, Mattakkara. P. O, Ayarkkunnam, Rosary Hill Ashramam, Kottayam – 686 564,Phone-0481 þ 2542022	40
17.	College of Applied Science Kaduthurithy, Njeezhoor P. O, Kaduthurithy, Kottayam(Dist), Pin – 686 612, Phone: 04829 - 264177, Mobile: 8547005049	40
	Idukki	
18.	Technical Higher Secondary School, Peermade, Peerumedu P.O Idukki-685531 Phone : 04869 - 232899	40
19.	Study Centre, Rajakkad, Panchayath Building, Near Govt. HSS, Rajakkad.P.O, Idukki 685566, Phone 04868 241636	40
20.	College of Applied Science Thodupuzha,Pullimoottil Building, Mariyilkalingu, Moolamattom Road, Thodupuzha Post,Idukki (Dist),Pin – 685334, Phone : 04862 228447, 228811,Mobile : 8547005047	40
21.	Technical Higher Secondary School,Muttom P.O., Thodupuzha,Idukki - 685 587 Phone : 04862-255755	40
22.	College of Applied 5th floor, KSHB Shopping Complex near old Private Bus stand, Kattappana, Idukki District, Pin - 685 508, Phone: 04868-250160, Mobile: 8547005053	40
23.	College of Applied Science Nedumkandam,Panchady Road, West Junction, Nedumkandam, Idukki (Dist),Pin- 685 553,Phone : 0468- 234472,Mobile : 8547005067	40
	Ernakulam	
24.	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2341410	40
25.	Model Technical Higher Secondary School Kaloor, Kaloor P.O., Ernakulam District – 682017,Phone : 0484-2347132,Mobile : 8547005008	40 (Part time)

26.	Technical Higher Secondary School, Govt. HSS Campus, High Road, Aluva, Ernakulam – 683 101, Phone: 0484-2623573	40
27.	Model Technical Higher Secondary School Kaprassery, Nedumbassery, Chengamanadu, Pin – 683 585 Ph: 0484-2604116, 2603753, 8547005015	40
Thrissur		
28.	Extension Centre of IHRD, Mini Civil Station, Cherpu, Phone : 0487-2340234	40
29.	Technical Higher Secondary School,Govt. U.P. School Campus, Avanur P.O.Varadium, Thrissur District - 680 541,Phone : 0487-2214773,Mobile: 8547005022	40 (Part time)
Palakkad		
30.	College of Applied Sciences Agali,Agali P.O, Attappadi,Palakkad Dist. Pin – 678581 Phone : 04924-254699,Mobile : 9446163007	40
31.	College of Applied Sciences Ayalur, Ayalur P.O, Nemmara Via,Palakkad Dist, Pin – 678510, Phone: 0492-3241766,Mobile: 8547005029	40
Malappuram		
32.	College of Applied Science, Muthuvallur, Muthuvallur. P. O, Kondotty (Via), Malappuram – 673 638, Ph: 0483 2714218	40
33.	Extension Centre of IHRD, Near Stadium, Thazhepalam, Tirur, Malappuram – 676 107, Phone: 0494 2423599	40
34.	Study Centre of IHRD, Moochikkal, Valanchery P.O, Malappuram 676 552, Phone: 0494 2646303	40
35.	Technical Higher Secondary School Perinthalmanna, Near Govt. Polytechnic Hostel, Angadippuram P. O. Malappuram District - 679 321,Phone : 04933-225086	40
Kozhikode		
36.	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673 001, Ph: 0495 2768320/2765154	40 (Part time)
37.	College of Applied Sciences Thiruvambadi, Kararasseri P.O, Mukkam (Via), Kozhikode Dist, Pin – 673 602, Phone: 0495-2294263, Mobile: 8547005063	40
38.	College of Applied Science Thamarassery, Korangad, Thamarassery P.O, Kozhikode (Dist) – 673 573, Phone: 0495-2223243, Mobile: 8547005025	40 (Part time)
Wayanad		
39.	P K Kalan Memorial College of Applied Science,Nallurnadu P O, Mananthavady Wayanad – 670645, Phone : 04935- 245484,Mobile : 8547005060	40
40.	Model College Meenagadi,PBM Buildings,Meenagadi P.O.,Wayanad Dist. Pin – 673 591 Phone : 04936-246446,Mobile : 8547005077	40
Kannur		
41.	E.K. Nayanar Memorial Model Polytechnic College, Kalliassery, Kalliassery P.O., Kannur – 670 562, Ph: 0497 2780287	40
42.	College of Applied Science, Pattuvam, Safguard Complex, Kuttikkol. P.O, 7th Mile, Thaliparamba, Kalliassery (via), Kannur -670562 Ph: 0460 - 2206050	40
43.	College of Applied science Neruvambram,Payyannur,Ezhome P. O, Kannur District, Pin: 670334,Phone : 04972877600, 2752500,Mobile : 8547005089	40
Kasaragod		
44.	Model College Madikai, Nileshwaram,Kanhirapoli.PO, Via Anandashram,Kanhangad ,Kasaragod Dist.Pin – 671 531,Phone : 0467-240911,Mobile : 8547005068	40

2. Eligibility for admission : SSLC Pass/equivalent

3. Age : Below 50 years

4. Medium of Instruction : English

5. Last date for receipt of filled in application : 10.01.2019
   for admission in the training centre

6. Probable date of commencement of classes : 14.01.2019

8. How to apply

Application form is available to download from the websites. 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 or supporting documnents will be rejected without assigning any reason.

9. **Reservation**

    25% of the seats will be reserved for SC/ST/OEC Students as per GO (Rt)No.212/11/SCST dtd 14/02/2011. 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 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** *(As per Scheme 2018)*

    I semester : Computer Fundamentals & Networking, Data Entry Techniques & Word Processing, Functional English, Lab Practice – 1 (Windows, Data Entry, Internet), Lab Practice – 2 (Office Automation Packages)

    II semester : Web Technology & Android Applications, Financial Accounting with Tally, Desktop Publishing & Graphics, Lab Practice – 3 (Linux, Internet, Tally) Lab Practice - 4 (DTP, Graphics, Libre Office), Data Entry Speed Test

    Medium of instruction/ Exam will be in English

13. **Course Timing**

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

14. **Details of fee**

Admission fee	:	Rs.300.00/-
Tuition fee *	:	Rs.5150.00 per semester
Examination fee*	:	Rs.750.00 per semester
Caution Deposit (Refundable)	:	Rs.500.00

    To be paid at the time of admission and beginning of the 2nd 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. 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.

17. 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 Evaluation) 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, 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 candidate 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.

 a) The candidate has registered for the first semester regular examination under old scheme.

 b) 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.

 c) The Director, IHRD has issued a written sanction for fee concession.

18. 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.

<table>
<tr><td></td><td>**Sd/**</td></tr>
<tr><td>Thiruvananthapuram</td><td>**DIRECTOR**</td></tr>
<tr><td>Date: 13.12.2018</td><td></td></tr>
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