



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

ADMISSION TO
CERTIFICATE COURSE IN
COMPUTER NETWORK ADMINISTRATION
January 2023

PROSPECTUS

(Prospectus issued for previous years/ batches are not valid for January 2023)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT is an autonomous institute established by the Government of Kerala. The Institute invites application for admission to Diploma **CERTIFICATE COURSE IN COMPUTER NETWORK ADMINISTRATION** (Six months course). 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 and for self employment.

1. Course Centres.

Sl No.	Name of Centre	No. of seats per batch
Thiruvananthapuram		
1	Model Finishing School, Vikas Bhavan P.O, P.M.G, Thiruvananthapuram – 695033, Ph: 2307733	40
2	College of Applied Science Dhanuvachapuram, NKM H S School Campus, Dhanuvachapuram, Thiruvananthapuram Dist, Pin- 695503, Phone: 0471-2234373,2234374, Mobile : 8547005065	40
Kollam		
3	College of Engineering, Thrikkannamangal, ETC. P. O, Kottarakkara, Kollam - 691 531 Ph : 0474-2453300	40
4	College of Engineering, Karunagappally, Thodiyoor P.O, Kollam Phone : 0476-2665935, 2666160	40
5	Model Polytechnic College, Edakulangara P. O, Karunagappally, Kollam – 690 562, Ph : 0476-2623597	40
6	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara - 691 501, Phone: 0474 2580462	40
Pathanamthitta		
7	College of Applied Science, Kalanjoor, Kalanjoor. P. O, Pathanamthitta Dist., Pin – 689694, Ph: 04734-272320	40
Alappuzha		
8	College of Engineering, Chengannur, Alleppuzha District. Kerala state. Pin - 689 121 Phone : 0479-2456046, Phone : 0479-2454125	40
9	College of Engineering, Cherthala Ottappunna, Pallippuram.P.O. Cherthala-688541 Ph : +91 478 2552714, Ph : +91 478 2553416,	40
Kottayam		
10	Model Polytechnic College, Mattakkara P.O, Kottayam Dist., Pin - 686 564, Phone: 0481-2542022, Mobile: 8547005081	40
Ernakulam		
11	Model Engineering College, B.M.C. PO, Thrikkakkara, Kochi, Kerala State - Pin: 682021 Phone:0484-2575370(O) Phone:0484-2577379(P)	40
Thrissur		
12	K.Karunakaran Memorial, Model Polytechnic College Mala, Kallettumkara P.O., Mala, Thrissur District., Pin – 680 683, Phone: 0480-2720746, Mobile: 8547005080	40
13	College of Applied Science Chelakkara, Cheerakuzhy, Pazhayannur P.O, Thrissur District, Pin: 680587, Phone: 04884 – 227181, Mobile: 8547005064	40
Palakkad		
14	College of Applied Science Vadakkencherry, Erassankulam, Vadakkencherry (MBR), Palakkad (Dist) – 678 683, Phone: 04922-255061, 203333, Mobile: 8547005042	40
Malappuram		
15	College of Applied Sciences Vazhakkad, Vazhakkad P.O., Malappuram Dist, Pin – 673640, Phone: 0483-2727070, 2728070, Mobile: 8547005055	40
16	Technical Higher Secondary School, Perinthalmanna, Near Govt. Polytechnic Hostel, Angadippuram P. O, Malappuram District - 679 321, Phone : 04933-225086, Mobile: 9447404905	40
17	Technical Higher Secondary School, Vazhakkad Post, Malappuram Dist, Pin - 673 640, Phone: 0483-2725215, Mobile: 8547005009	40
Kozhikode		
18	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104, Ph : 0496-2524920	40
19	College of Applied Science Thamarassery, Korangad, Thamarassery P.O, Kozhikode (Dist) – 673 573, Phone: 0495-2223243, Mobile: 8547005025	40
Kannur		
20	Model Polytechnic College, MPT Office, Kalliassery L.P.S Campus, Kalliassery, Kannur – 670 562, Ph: 0497 2780287	40
21	EMS College of Applied Science Iritty, Kiliyanthara, P.O., Iritty, Kannur Dist., Pincode - 670 706, Phone: 0490 – 2423044, Mobile: 8547005052	40
Kasargod		
22	College of Applied science Cheemeni Pallipara, P.O.Pettikundu, Cheruvathur (Via) Kasaragod Dist, Pincode- 671 313. Phone : 0467-2257541, Mobile : 8547005052	40

2. Intake/Batch : 40 per batch
3. Eligibility for admission : **CO&PA Pass, B.Tech Pass/Course completed in**
Computer, Electronics, Electrical or 3 year Diploma Pass/
course completed in Computer, Electronics & Electrical.
4. Medium of Instruction : English
5. Last date for receipt of filled in application : 30.12.2022
for admission in the respective training centre
6. Probable date of commencement of classes : 09.01.2023

7. How to apply

Application form can be downloaded from IHRD website. Completed application accompanied by demand draft for Rs..150/- (Rs.100/- for SC/ST candidates) drawn in favour of the head of training centre towards registration fee and attested copies of mark list of +2 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 centre for admission. In the application, the name of training centre chosen should be invariably noted. 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

i. 25% of the seats will be reserved for SC/ST/OEC Students (As per G.O.(Rt) 212/2011/SC ST dtd 14/02/2011). 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.

ii. 5% of the seats is reserved for differently abled students as per GO(MS) No.438/2022/HEDN dtd.03.09.2022. Candidates claiming reservation under differently abled quota should produce medical certificate from the competent authority to prove their disability. Claim of reservation without medical certificate will not be considered.

9. Basis of Selection

On the basis of aggregate percentage of marks secured in the qualified 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. The details of text books required for the course shall be intimated to the students by the heads of institutions. The students will make their own arrangements to procure the required text books.

11. Course Contents includes (as per Scheme 2021)

Computer fundamentals & network, Switching & Routing, Network Infrastructure Concepts, Computer Fundamentals & Network(Practical), Switching & Routing (Practical), Network Infrastructure (Practical)

*** The medium of instruction/ exam will be in English only.**

12. Details of Fee

Admission fee	:	Rs. 300/- +GST
Tuition fee	:	Rs. 12,000/- +GST
Examination fee	:	Rs. 750/- +GST
Caution Deposit (Refundable)	:	Rs. 500/-
Total	:	Rs. 13,550/-+GST applicable

First Installment of Fee to be paid at the time of admission. : **Rs.7,550/- +GST applicable**

Second Installment of Fee to be paid during third month of admission. : **Rs. 6,000/-+GST**
(Fine Rs.10/- per day including holidays after last date, subject to a maximum of Rs..300/-)

The Fees once paid is non-refundable under any circumstances, unless stated otherwise.

13. 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.
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. The final Examination will be conducted by the IHRD, immediately after the completion of the course.
 2. Candidates who have secured a minimum of 75% of the attendance during the course only are eligible for the registration for the examination.
 3. Students who have shortage of attendance, but not condoned, are not eligible to register for the examination.
 4. A candidate will have up to four consecutive chances for appearing the final examination from their registration to the regular examination. All supplementary exams conducted subsequent to a regular examination will be treated as a chance, irrelevant whether the candidate has registered for those exams or not.
 5. Candidates who have not secured the minimum attendance during the course or those who have failed for continuous evaluation even for one subject have to repeat the course by paying the prescribed fees.
 6. The minimum marks required for a pass in each subject will be 50% of maximum marks. (i.e., for theory/practical (End of course assessment and the continues evaluation put together.) However individual minimum of 50% is required for theory/practical (End of course assessment) and continues evaluation of each subject, separately. There is no provision for improvement of sessional (CE) marks, unless the candidate repeats the course.
 7. A candidate can apply for the revaluation of answer scripts on the following conditions.
 - i. The application for revaluation of answer scripts shall be submitted in the prescribed format through the head of institution along with the required fee, within 10 days of receipt of mark lists or within 15 days of date of publication of result, whichever is earlier.
 - ii. The revaluation/re-counting fee once remitted will not be refunded under any circumstances.
 - iii. The revised marks list will be issued, as per existing rules for revaluation.
 - 8 The students have the opportunity to point out the mistakes in Name, sex, date of birth etc. given in the hall ticket by making necessary correction in the copy of A-list, at the time of receiving hall tickets. They can also submit request for correction through the head of training centre, with a copy of the SSLC certificate any time, before the publication of results. These changes will be corrected free of cost. But, once mark list/diploma certificate is prepared and forwarded to the training centre for issue, any correction of above details will be made on the verification of documents and payment of prescribed fees along with the application.
 9. i) Those who pass the final examination in the first chance securing an aggregate of 75% or more marks will be declared to have passed the course in "First Class with Distinction".
 - ii) Those who pass the final examination in the first chance securing an aggregate of 60% or more marks will be declared to have passed the course in "First Class".
 - iii) All other successful candidates will be placed in the "Second Class".
 10. All successful candidates will be awarded a Diploma by the IHRD.
 11. A provisional certificate will be issued to successful students, if applied within 3 months from the date of publication of results. Application in the prescribed format duly recommended by the head of training centre should be submitted to the Director, IHRD, along with the prescribed fees and proof of Identity. The provisional certificate once issued, will be valid for 6 months from the date of issue or till the Diploma certificates are issued, whichever is earlier.