**URGENT**

**No.EA4/16025/2011/HRD Dated 26th December, 2011**

**From**

 **The Chairman,**

**Committee for the Revision of Staff Pattern & Special Rules in IHRD**

**IHRD Head Quarters, Prajoe Towers,**

**Vazhuthacaud, Thiruvananthapuram-14.**

**To**

 **All heads of institutions under IHRD.**

**Sir,**

**Sub:- IHRD – Committee for the Revision of Staff Pattern and Special Rules – Details called for – reg.**

 **Ref:- G.O.(Rt) No.1931/11/H.Edn. dated 29/11/2011.**

**…..**

 **Government have constituted a Committee for Revision of Staff Pattern and Special Rules of IHRD vide order cited above. The Committee is to submit its report within 3 months. I am therefore to instruct you to furnish the details as per the format enclosed as required by the Committee, in time. The details in the hard copy should send to the above address with soft copy to** **ihrd-SPR-committee@googlegroups.com** **on or before 10..01..2012 5 P.M.**

 **Kindly treat it as most urgent.**

 **Yours faithfully,**

 **Sd/-**

**CHAIRMAN,**

**Committee for the Revision of**

 **Staff Pattern & Special Rules in IHRD**

**Encl:- As stated above**.

  **Approved for Issue,**

**Administrative Officer & Convenor**

j/26/12/11

 **[to be furnished by all institutions]**

**APPENDIX – I**

**STATEMENT SHOWING THE DETAILS OF SANCTIONED POST**

**AND MEN IN POSITION AS ON 30-11-2011**

**Name of Institution : ……………………………………………………………**

**Year of establishment : ……………………………………………………………**

**Whether the institution has own land : Yes / No area …………..acre**

**Whether the institution has own building : Yes / No area …………...m 2**

**Whether in rented building : Yes / No area ………….. m2**

**Total no.of Books in the Library :**

**Total no.of Journals/Periodicals :**

**Does the institution require IHRD vehicle**

 **for official purpose : Yes / No**

**Whether institution has IHRD vehicle : Yes / No**

**If yes, mention the details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.****No.** | **Particulars** | **Nos.** | **Year of Manufacture** | **Name of Vehicle** |
| **1** | **Working Condition** |  |  |  |
| **2** | **Not working but repairable** |  |  |  |
| **3** | **Irreparable** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of Post** | **No. of Post** | **Remarks** |
| **Sanctioned** | **Filled by regular staff** | **Vacancy****[3 – 4]** |
| **F.T.** | **P.T.** |
| **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**F.T : Full-time P.T. : Part-time**

**Note:- (1) The sequence (SI. no. in the order) and No. of sanctioned post should in accordance with**

 **the P.O. No. EA-2/1685/2008/HRD Dated 10-5-2011.**

 **(2) The details of staff on working arrangement basis should be mentioned in the remarks**

 **column including name of staff.**

 **(3) The details of staff retained if any, who are under order of transfer should be mentioned**

 **in the remarks column including name of staff.**

 **(4) The details of staff engaged if any over and above the sanctioned post should be**

 **mentioned in the remarks column.**

 **PRINCIPAL**

**[to be furnished by all C.A.S.]**

**Appendix : 2 (A)**

**STATEMENT SHOWING THE DETAILS OF COURSES CONDUCTED**

 **AND STRENGTH OF STUDENTS**

 **(\* excluding extra numerical admission)**

**Name of College :………………………………………….Name of University :……………………………….**

***A.* U.G.Stream**

**Name of Courses Conducted:……………………………………………………………………………..**

|  |  |  |
| --- | --- | --- |
| **Sl.****No.** | **Course** | **NO. OF STUDENTS AS ON 30-11-2011\*** |
| **Ist Year** | **IInd year** | **III year** | **TOTAL** |
| **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** |
| **1** | **B.Sc. Electronics** |  |  |  |  |  |  |  |  |
| **2** | **B.Sc. Computer Science** |  |  |  |  |  |  |  |  |
| **3** | **B.Com** |  |  |  |  |  |  |  |  |
| **4** | **B.Sc. I.T.** |  |  |  |  |  |  |  |  |
| **5** | **B.A.**  |  |  |  |  |  |  |  |  |
| **6** | **Others**  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |

***B.* P.G.Stream**

**Name of Courses Conducted:……………………………………………………………………………..**

|  |  |  |
| --- | --- | --- |
| **Sl.****No.** | **Course** | **NO. OF STUDENTS AS ON 30-11-2011\*** |
| **Ist Year** | **IInd year** | **III year** | **TOTAL** |
| **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** |
| **1** | **M.C.A.** |  |  |  |  |  |  |  |  |
| **2** | **M.Sc. Electronics** |  |  |  |  |  |  |  |  |
| **3** | **M.Sc. Computer Science** |  |  |  |  |  |  |  |  |
| **4** | **Other**  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |

**\* Extra numerical admission = Admission through fee waiver scheme, Lateral entry,**

**Marginal increase etc.. should be excluded.**

**Date:………… Signature of the Principal**

**[to be furnished by all C.A.S.]**

**Appendix : 2 (A - 1)**

**STATEMENT SHOWING THE DETAILS OF EXTRA NUMERICAL ADMISSION**

**Name of College :………………………………… Name of University :……………………………….**

***A.*** **U.G.Stream:-**

**Name of Courses Conducted:……………………………………………………………………………..**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No.** | **Course** | **Only extra numerical admission** **as on 30-11-2011** | **Remarks** |
| **Ist Year** | **IInd year** | **IIIrd year** | **TOTAL** |
| **Sanctio-ned** | **On roll** | **Sanctio-ned** | **On roll** | **Sanctio-ned** | **On roll** | **Sanctio-ned** | **On roll** |
| **1** | **B.Sc. Electronics** |  |  |  |  |  |  |  |  |  |
| **2** | **B.Sc. Computer Science** |  |  |  |  |  |  |  |  |  |
| **3** | **B.Com** |  |  |  |  |  |  |  |  |  |
| **4** | **B.Sc. I.T.** |  |  |  |  |  |  |  |  |  |
| **5** | **B.A.**  |  |  |  |  |  |  |  |  |  |
| **6** | **Others**  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |  |

***B.*** P**.G.Stream:-**

**Name of Courses Conducted**:……………………………………………………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No.** | **Course** | **Only extra numerical admission as on 30-11-2011** | **Remarks** |
| **Ist Year** | **IInd year** | **III year** | **TOTAL** |
| **Sanctio-ned** | **On roll** | **Sanctio-ned** | **On roll** | **Sanctio-ned** | **On roll** | **Sanctio-ned** | **On roll** |
| **1** | **M.C.A.** |  |  |  |  |  |  |  |  |  |
| **2** | **M.Sc. Electronics** |  |  |  |  |  |  |  |  |  |
| **3** | **M.Sc. Computer Science** |  |  |  |  |  |  |  |  |  |
| **4** | **Other : …………………** |  |  |  |  |  |  |  |  |  |
| **5** |  **…………………**  |  |  |  |  |  |  |  |  |  |
| **6** |  **……………………** |  |  |  |  |  |  |  |  |  |
| **7** |  **……………………** |  |  |  |  |  |  |  |  |  |
| **8** |  **…………………** |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |  |

**\* Extra numerical admission = Admission through fee waiver scheme, Lateral entry, Marginal increase etc..**

**Date:………… Signature of the Principal**

 **[to be furnished by all Polytechnics]**

**Appendix : 2 (B)**

**STATEMENT SHOWING THE DETAILS OF COURSES CONDUCTED**

**AND STRENGTH OF STUDENTS**

**(\* excluding extra numeral admission)**

**Name of Polytechnic :……………………………………………………………………………………**

**Name of Courses Conducted:…………………………………………………………………………………..**

|  |  |  |
| --- | --- | --- |
| **Sl.****No.** | **Course** | **NO. OF STUDENTS AS ON 30-11-2011\*** |
| **Ist Year** | **IInd year** | **III year** | **TOTAL** |
| **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** |
| **1** | **Applied Electronics** |  |  |  |  |  |  |  |  |
| **2** | **Computer Hardware Maintenance** |  |  |  |  |  |  |  |  |
| **3** | **Telecommunication Technology** |  |  |  |  |  |  |  |  |
| **4** | **Medical Electronics** |  |  |  |  |  |  |  |  |
| **5** | **Computer Engineering** |  |  |  |  |  |  |  |  |
| **6** | **Others**  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |

**\* Extra numerical admission = Admission through fee waiver scheme , Lateral entry,**

**Marginal increase etc.. should be excluded.**

**Date:………… Signature of the Principal**

**[to be furnished by all Polytechnics]**

**Appendix : 2 (B - 1)**

**STATEMENT SHOWING THE DETAILS OF EXTRA NUMERICAL ADMISSION**

**Name of Polytechnic ……………………………………………………………………………………………….…**

**Name of Courses Conducted:…………………………………………………………………………………………….…..**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No.** | **Course** | **Only extra numerical admission** **as on 30-11-2011** | **Remarks** |
| **Ist Year** | **IInd year** | **III year** | **TOTAL** |
| **Sancti-oned**  | **On roll** | **Sancti-oned**  | **On roll** | **Sancti-oned**  | **On roll** | **Sancti-oned**  | **On roll** |
| **1** | **Applied Electronics** |  |  |  |  |  |  |  |  |  |
| **2** | **Computer Hardware Maintenance** |  |  |  |  |  |  |  |  |  |
| **3** | **Telecommunication Technology** |  |  |  |  |  |  |  |  |  |
| **4** | **Medical Electronics** |  |  |  |  |  |  |  |  |  |
| **5** | **Computer Engineering** |  |  |  |  |  |  |  |  |  |
| **6** | **Others : ……………………….** |  |  |  |  |  |  |  |  |  |
| **7** |  **…………………………** |  |  |  |  |  |  |  |  |  |
| **8** |  **…………………………..** |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |  |

**\* Extra numerical admission = Admission through fee waiver scheme, Lateral entry, Marginal increase etc..**

**Date:………… Signature of the Principal**

**[to be furnished by all Engg. Colleges]**

**Appendix : 2 (C)**

**STATEMENT SHOWING THE DETAILS OF COURSES CONDUCTED AND STRENGTH OF STUDENTS**

**(\* excluding extra numeral admission)**

**Name of College :………………………………………… Name of University : …………………………………………………………….**

***A.*** **U.G.Stream:- Name of Courses Conducted:…**…………………………………………………………………………..

|  |  |  |
| --- | --- | --- |
| **Sl.****No.** | **Course** | **NO. OF STUDENTS AS ON 30-11-2011\*** |
| **Ist Year** | **IInd year** | **III year** | **IVth Year** | **TOTAL** |
| **Sanct-ioned intake** | **On roll** | **Sanct-ioned intake** | **On roll** | **Sanct-ioned in take** | **On roll** | **Sanct-ioned intake** | **On roll** | **Sanct-ioned intake** | **On roll** |
| **1** | **Electronics & Communication** |  |  |  |  |  |  |  |  |  |  |
| **2** | **Computer Science & Engg.** |  |  |  |  |  |  |  |  |  |  |
| **3** | **Electrical & Electronics** |  |  |  |  |  |  |  |  |  |  |
| **4** | **Information Technology** |  |  |  |  |  |  |  |  |  |  |
| **5** | **Mechanical Engg.** |  |  |  |  |  |  |  |  |  |  |
| **6** | **Electronics & Bio-medical Engg.** |  |  |  |  |  |  |  |  |  |  |
| **7** | **Others :**  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |  |  |

***B.*** P**.G.Stream:- Name of Courses Conducted:**……………………………………………………………………………..

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Name of Course** | **NO. OF STUDENTS AS ON 30-11-2011\*** |
| **Ist Year** | **IInd year** | **TOTAL** |
| **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** | **Sanctioned intake** | **On roll** |
| **1** | **VLSI Embedded system**  |  |  |  |  |  |  |
| **2** | **Signal Processing** |  |  |  |  |  |  |
| **3** | **Image Processing** |  |  |  |  |  |  |
| **4** | **Opto Electronics & Communication** |  |  |  |  |  |  |
| **5** | **Other**  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |

**\* Extra numerical admission = Admission through fee waiver scheme , Lateral entry, Marginal increase etc.. should be excluded**

**Date:………… Signature of the Principal**

**[to be furnished by all Engg. Colleges]**

**Appendix : 2 (C - 1)**

**STATEMENT SHOWING THE DETAILS OF EXTRA NUMERICAL ADMISSION**

**Name of College :…………………………………………Name of University : …………………………………………………………….**

***A.* U.G.Stream:- Name of Courses Conducted:……………………………………………………………………………..**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No.** | **Course** | **Only extra numerical admission as on 30-11-2011** | **Remarks** |
| **Ist Year** | **IInd year** | **III year** | **IVth Year** | **TOTAL** |
| **Sancti-oned** | **On roll** | **Sancti-oned** | **On roll** | **Sancti-oned** | **On roll** | **Sancti-oned** | **On roll** | **Sancti-oned** | **On roll** |
| **1** | **Electronics & Communication** |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **Computer Science & Engg.** |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **Electrical & Electronics** |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **Information Technology** |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **Mechanical Engg.** |  |  |  |  |  |  |  |  |  |  |  |
| **6** | **Electronics & Bio-medical Engg.** |  |  |  |  |  |  |  |  |  |  |  |
| **7** | **Others :**  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |

***B.* P.G.Stream:- Name of Courses Conducted:……………………………………………………………………………..**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Name of Course** | **Only extra numerical admission as on 30-11-2011** | **Remarks** |
| **Ist Year** | **IInd year** | **TOTAL** |
| **Sanct-ioned**  | **On roll** | **Sanct-ioned**  | **On roll** | **Sanct-ioned**  | **On roll** |
| **1** | **VLSI Embedded system**  |  |  |  |  |  |  |  |
| **2** | **Signal Processing** |  |  |  |  |  |  |  |
| **3** | **Image Processing** |  |  |  |  |  |  |  |
| **4** | **Opto Electronics & Communication** |  |  |  |  |  |  |  |
| **5** | **Other :**  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |

**\* Extra numerical admission = Admission through fee waiver scheme, Lateral entry, Marginal increase etc..**

**Date:………… Signature of the Principal**

**[to be furnished by all Schools]**

Appendix : 2 (D)

**STATEMENT SHOWING THE DETAILS OF CLASSES CONDUCTED AND STRENGTH OF STUDENTS**

**Name of School :…………………………………………………………………………………………**

1. **Secondary Stream.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Particulars** | **VIII** | **IX** | **X** | **TOTAL** |
| **1** | **No. of Batches** |  |  |  |  |
| **2** | **Sanctioned intake** |  |  |  |  |
| **3** | **On roll as on 30-11-2011** |  |  |  |  |

1. **Higher Secondary Stream.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Particulars** | **I.S. Group** | **P.S.Group** | **TOTAL** |
|  |  | **XI** | **XII** | **XI** | **XII** |  |
| **1** | **No. of Batches** |  |  |  |  |  |
| **2** | **Sanctioned intake** |  |  |  |  |  |
| **3** | **On roll as on 30-11-2011** |  |  |  |  |  |

**Date:………… Signature of the Principal**

**[to be furnished by all institutions]**

Appendix : 3 (A)

**STATEMENT SHOWING THE DETAILS OF IHRD COURSES CONDUCTED AND STRENGTH OF STUDENTS**

**Name of institution :…**………………………………………………………………………………………

**Name of Courses Conducted : During 2010-11**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of Course** |  **July 2011 - Batch** | **TOTAL** |
| **PGDCA** | **DET & OM** | **DCA** |
| **1** | **No. of batches** |  |  |  |  |
| **2** | **Sanctioned intake** |  |  |  |  |
| **3** | **Students on roll** |  |  |  |  |

**Date:………… Signature of the Princip**