



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram-14**

Cir.No.EA1/13263/2012/IHRD

Dated, 07.01.2016

CIRCULAR

*Sub:- IHRD- Annual Administration Report for the year 2014-2015 and
2015-2016 – Preparation and furnishing of -Reg*

All Heads of Institutions under IHRD are directed to prepare and submit Administration Report for the year 2014-2015 so as to reach this office on or before 25th January, 2016. The Administration Report for the year 2015 - 2016 also shall reach this office on or before April 30, 2016.

The Administration Report shall contain the following information in respect of the concerned institution.

1. A Brief History of the Institution
2. Courses offered by the Institution
3. Sanctioned intake and actual intake of the students in each courses
4. Academic Performance of the students at the University/Board level, Placement, Higher Education etc.
5. Report on the infrastructure facilities of the institution
6. Receipt and expenditure of the institution for the reporting year
7. Any other relevant information.

All Heads of Institutions are directed to submit the report highlighting the above information to the Director within the specified time limit and any laxity will be viewed seriously.

*Sd/-
Dr.K.Vijayakumar
DIRECTOR (i/c)*

Copy to:-

1. *All Head of Institutions*
2. *Dr.V.P.Devassia, Principal, Model Engineering College, Ernakulam*
3. *The Deputy Director, IHRD, Headquarters (For follow up action and preparation of consolidated report)*
4. *All Section Heads of IHRD*
5. *SF*
6. *OC*

Approved for issue

Administrative Officer