



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
PRAJOE TOWERS, VAZHUTHACAUD  
THIRUVANANTHAPURAM**

*No.DB1/11249/2014/IHRD*

*Dated :14.2.2017*

**CIRCULAR**

*Sub: - IHRD – Preparation of Annual Administration Report of IHRD - reg.*

*Ref:- UO Note No : FinB2/9367/14/IHRD dtd 15/6/16 from Finance Section of  
IHRD Head quarters.*

The Non-Preparation of Administrative report has been raised by the Audit Section of AG's Office. A draft report was prepared as per the information forwarded by the respective institutions. Now it has been suggested to modify the same by the following inputs. Hence all Head of institution under IHRD are directed to forward the details mentioned there in MS Word format only (tabular form) to the email – [ihrd.acad@gmail.com](mailto:ihrd.acad@gmail.com) No hard copy is to be forwarded.

The reply must reach the undersigned within a Week

1. Name of Institution
2. Details of ownership/extent of land in which the institutions are established to be included. Building area also can be included
3. Year of establishment of the Institution
4. The sanctioned intake of each course
5. Information regarding Rank/Achievements secured & placement details (five years - 2011-12 to 2015-16)
6. The pass percentage of each course (five years - 2011-12 to 2015-16)
7. Details of TEQIP etc to be included (2011-12 to 2015-16)
8. Details of project under taken, revenue realized through it (2011-12 to 2015-16)

*Sd/-*

*Dr.P. Suresh Kumar  
DIRECTOR*

To,

1. All heads of institutions (publishing in IHRD website)
2. S.F/O.C

*Approved for Issue*

*Padmanabhan*

*Junior Superintendent*

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