



Institute of Human Resources Development

Prajoe Towers, Thiruvananthapuram-14

No. DB2/8431/2016/HRD.

27-01-2017

CIRCULAR

Sub: IHRD – Conduct of Short-term Certificate courses - registration of course and issue of certificates – guidelines – reg.

IHRD is conducting different Diploma/Post Graduate Diploma programmes as well as short-term certificate courses on various subjects. The application forms and certificates for these courses are being prepared and distributed from the IHRD Head quarters so far. Now more institutions have come forward to conduct these courses. In this circumstance, the following guide lines are issued for the training centres for conducting all IHRD courses.

1. Registration of Application forms:

Now the use of printed application forms has been discontinued and free downloadable application form is introduced. The filled-up application forms submitted by the students required to be registered in the office of the training centre and registration fee prescribed in the prospectus for the course is to be collected at the time of registration. Only registered application forms alone shall be processed for admission to the course. The daily collection of registration fee shall be remitted on the cash counter on the same day itself and the receipt details of remittance should be recorded in the registration register on daily basis. This registration fee collected in lieu of cost of application form shall be forwarded to the Head quarters subsequently with statement of accounts and course registration form.

2. Course registration:

The notification to admission to IHRD regular diploma/post graduate diploma/ certificate courses are announced by Director, IHRD at regular intervals. The admission and conduct of course/examination etc. of these courses are conducted on a common schedule announced from the IHRD head quarters. But the announcement of new batches of short-term certificate course are made by the head of Training centres on appropriate time, based on the scheme & syllabus already approved by the Director, IHRD.

It is required to register the conduct of all courses at the IHRD head quarters on commencement of these courses along with the details of students admitted. The head of training centre shall forward the course registration form along with the registration fee collected during admission process to the Director, IHRD, immediately on completion of admission or within 7 days of commencement of classes. For all further communications related to the courses, the course registration number allotted should be mentioned.

3. Issue of Training certificates for Short-term courses:

It has been decided to issue printed certificates in lieu of hand written certificates for short-term courses charging a nominal fee of Rs. 100/- per certificate, to meet the expenses related to the preparation and forwarding of course certificates.

In this connection, the following instructions are issued for the preparation and distribution of certificates for short-term certificate courses.

- a) The head of Institution shall forward the request for preparation of certificates with the following items:
- i) A hard copy of list of candidates in the prescribed format duly authenticated by the Head of Institution in each page of list along with the office seal.
 - ii) In addition to this, a soft copy of the format also is to be sent to the head quarters by email to ihrd.acad@gmail.com for preparation of certificates.
 - iii) DD/bank transfer of Certificate fee @ Rs. 100/- per certificate.

Heads of Training Centres shall ensure the accuracy of candidate details furnished in soft/hard copy forwarded for certificate preparation. A copy of the list shall be circulated among students and the acknowledged copy shall be kept in the Training centre. If a duplicate certificate required to be prepared due to any incorrect information furnished from the training centres, the person responsible for such mistake shall bear the cost of duplicate certificate preparation.

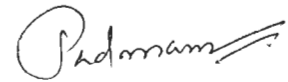
Sd/-
Dr. Suresh Kumar P
Director

To

1. All heads of training centres
2. The Administrative Officer
3. The Finance Officer
4. Computer Engineer (for publication in the member's area of website.)
5. O. C.
6. S. F.



Approved for issue



Junior Superintendent



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

Form for registration of short-term training courses conducted by IHRD

1. Name of Training Centre :					
2. Training Centre Code					
3. Month & Year of Admission					
4. Date of Commencement of Classes					
5. Details of Course conducted	<i>(No. of students on rolls as on date of commencement)</i>				
Name of Course	Sanctioned intake	Minimum Intake	No. of students		Course Registration No. <i>(for office use only)</i>
			Admitted	on Rolls	
1					
2					
3					
4					
5					
Details of registration fee forwarded	DD/ Bank transfer				Rs.

Note: Regional Centres/EC/SC will be permitted to conduct a course with less than minimum number of candidates, with prior permission from the Director, on the condition that the course shall be conducted with existing staff only and no additional faculty should be engaged. All other type of Institutions should not conduct the programme, if the no. of students reported for interview is less than the minimum strength specified.

Date: (Office seal)

Head of Institution

Sd/-
Dr.P. Suresh Kumar
DIRECTOR

Approved for Issue

Junior Superintendent



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

Form for registration for the courses conducted by IHRD (Certificate/Diploma/PG Diploma courses)

Course Registration No. (for office use only)					
1. Name of Training Centre :					
2. Exam. Centre Code					
3. Month & Year of Admission					
4. Date of Commencement of Classes					
5. Details of Course conducted		(No. of students on rolls as on 31 st January/July)			
Name of Course	Sanctioned intake	Minimum Intake	Actual no. of students on rolls		Remarks
			S1	S2	
1. PGDCA S1	40	15			
S2	40	15			
2. DDTOA S1	40	15			
S2	40	15			
3. DCA	40	15		---	
4. PGDAE S1	10	3			

S2

10

3