



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

ADMISSION TO
Diploma in
Data Entry Techniques & Office Automation

JULY 2017

PROSPECTUS

(Prospectus issued for previous years/batches are not valid for July 2017)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT is an autonomous institute established by the Government of Kerala. The Institute invites application for admission to the two semesters Diploma Course in Data entry Techniques & Office Automation. The scheme of study and syllabi have been updated incorporating advanced topics. This course is targeted to the employment opportunity *in the Private sector and for self-employment*, as a data-entry/DTP operator. The details are given below.

1. Course Centres

| Sl.No. | COURSE CENTRES AND SESSIONS | No. of seats available |
|---------------------------|--|------------------------|
| | | Day time |
| Thiruvananthapuram | | |
| 1. | Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O, Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947 | 40 |
| Kollam | | |
| 2. | Model Polytechnic College, Pada, North Karunagappally, Kollam 690518, Ph: 0476 2623597 | 40 |
| 3. | Extension Centre of IHRD, Kerala Ceramics Showroom Building, Mukkada, Kundara, Kollam 691 501 Phone: 0474 2580462 | 40 |
| Pathanamthitta | | |
| 4. | College of Applied Science, Attachakal. P. O, Payyanamom, Konni, Pathanamthitta – 689 692, Ph: 0468 2349731 | 40 |
| 5. | Technical Higher Secondary School, KIP Building, Adoor – 691 523, Ph: 04734 224078 | 40 |
| Alappuzha | | |
| 6. | Technical Higher Secondary School, Ottappunna, Pallippuram P. O, Cherthala, Alappuzha – 688541, Phone: 0478 2552828 | 40 |
| Kottayam | | |
| 7. | Technical Higher Secondary School, Puthuppally, Kottayam – 686011 , Ph : 0481-2351485 | 40 |
| 8. | Model Polytechnic College, Mattakkara. P. O, Ayarkkunnam, Rosary Hill Ashramam, Kottayam – 686 564 | |
| Idukki | | |
| 9. | Technical Higher Secondary School, Peermade, Peerumedu P.O Idukki-685531 Phone : 04869 - 233982 | 40 |
| 10. | Study Centre, Rajakkad, Panchayath Building, Near Govt. HSS, Rajakkad.P.O, Idukki 685566, Phone 04868 241636 | 40 |
| Ernakulam | | |
| 11. | Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2985252 | 40 |
| Thrissur | | |
| 12. | Extension Centre of IHRD, Mini Civil Station, Cherpu, Phone : 0487-3209761 | 40 |
| Malappuram | | |
| 13. | College of Applied Science, Muthuvallur, Muthuvallur. P. O, Kondotty (Via), Malappuram – 673 638, Ph: 0483 2714218 | 40 |
| 14. | Extension Centre of IHRD, Near Stadium, Thazhepalam, Tirur, Malappuram – 676 107, Phone: 0494 2423599 | 40 |
| 15. | Study Centre of IHRD, Moochikkal, Valanchery P.O, Malappuram 676 552, Phone: 0494 2646303 | 40 |
| Kozhikode | | |
| 16. | College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673 001, Ph: 0495 2768320/2765154 | 40 (Part time) |
| Kannur | | |
| 17. | Model Polytechnic College, MPT Office, Kalliassery L.P.S Campus, Kalliassery, Kannur – 670 562, Ph: 0497 2780287 | 40 |

2. **Eligibility for admission** : **SSLC Pass/equivalent**
3. **Age** : **Below – 40 years**
4. **Intake** : **40 per batch**
5. **Last date for receipt of filled in application for admission in the training centre** :
6. **Probable date of commencement of classes** :
7. **Duration of the course** : **1 Year**
8. **How to apply**

Application form is available to download from the websites. www.ihrd.ac.in. Copy of Application form is also available from Training Centre also.

Completed applications accompanied by copy of Certificates and Registration fee – Rs.150/- by cash/DD (Rs.100/- for SC/ST candidates) (DD drawn in favour of the head of Training Centre) and attested copies of mark list of the SSLC examination/Educational Qualifications 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 center for admission. Once selected, transfer from one training centre to another will not be given under any circumstances.

The application without registration fee will be rejected without assigning any reason.

9. Reservation

The seats will be filled up on the following formula:

25% of the seats will be reserved for SC/ST/OEC Students as per GO (Rt)No.212/11/SCST dtd 14/02/2011.

Candidates claiming reservation under SC/ST quota should produce community certificate from a Revenue officer not below the rank of 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.

10. Basis of Selection

On the basis of aggregate percentage of marks secured in the SSLC Examination.

11. 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 head of institution. The students will make their own arrangements to procure the required text books.

12. Course Contents*

I semester : Computer Fundamentals & Networking, Data Entry Techniques & Word Processing, English for Communication, Computer Lab-1 (Windows, Data Entry, Internet), Computer Lab-2 (Office Automation Packages)

II semester : Web Technology Database Applications, Desktop Publishing & Graphics, Computer Lab-3 (Linux, html, SQL, Database), Computer Lab-4 (DTP, Graphics), Data Entry Speed Test

**Under revision*

13. Course Timing

3 hours per day on the basis of availability of slots in the course centres

14. Details of fee

| | | |
|------------------------------|---|-------------------------|
| Admission fee | : | Rs.300.00/- |
| Tuition fee * | : | Rs.5000.00 per semester |
| Internet fee * | : | Rs.150.00 per semester |
| Examination fee* | : | Rs.750.00 per semester |
| Caution Deposit (Refundable) | : | Rs.500.00 |

- To be paid at the time of admission and beginning of the 2nd semester course
(Fees once paid will not be refunded under any circumstances)

15. 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.

16. 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.

17. Important Rules and Regulations for the Examination

1. A Candidate is eligible for attending second semester of the course, only if he/she completes the first semester course and has registered for the first semester regular examination.
2. Candidates who have not secured the minimum attendance during the semester or those who have failed for sessional marks (Continuous Evaluation) even for one subject have to repeat the semester by paying the prescribed semester fees.
3. The minimum marks required for a pass in each subject will be 50% of maximum marks.(ie, for theory/practical and sessional marks put together.) However individual minimum of 40% is required for

- theory/practical marks and Sessional Marks of each subject, separately. There is no provision for improvement of Sessional Marks, unless the candidate repeats the semester study.
4. The students who had failed for semester examinations are permitted to register in compartmental or piece meal appearance.
 5. A candidate is required to complete both the semesters and register for second semester regular examination within 24 months from the date of admission. Candidates who are unable to register for second semester regular examination within 24 months have to repeat the entire course from the first semester.
 6. A candidate who has completed the first semester and registered for the first semester examinations, but has discontinued the course on medical reasons or otherwise, will be re-admitted to the second semester of the course on the following conditions.
 - i. The candidate must have requested for re-admission to the course within 18 months from the date of admission.
 - ii. The syllabus and the scheme for first & second semester of the course, he/she will be attending, must be the same.
 - iii. The eligible candidate can be re-admitted, subject to the availability of vacant seat at the training centre.
 - iv. The candidate should pay a re-admission fee and a re-registration fee for examination in addition to the normal prescribed semester fees.
 - v. If the schemes are different, the candidate can repeat the course from first semester as per the revised scheme and is eligible for 50% concession on tuition fee during first semester. But he/she should pay all other fees (admission, exam etc.) during the first semester and fee for second semester at normal rates.The above fee concession is applicable as per the following conditions only.
 - i. The candidate has registered for the first semester regular examination under old scheme.
 - ii. The candidate should be re-admitted to the first semester under revised scheme, within 18 months from the date of previous admission under old scheme.
 - iii. The Director, IHRD has issued a written sanction for fee concession.

The detailed scheme and syllabus, Rules and Regulations of Diploma In DET&OA course/Examination is available in each centre for the information of students, students may obtain the same from the concerned centre and read carefully before undergoing the course.

Thiruvananthapuram
Date:

DIRECTOR