Institute of Human Resources Development

NH Bypass Junction, Chackai, Pettah P O, Thiruvananthapuram - 695 024.

PROCEEDINGS

IHRD TVPM – Revised scheme and syllabus for IHRD courses, rules and regulations and revised fee structure – submitted by the Academic Committee – Approved – Orders issued.

No: IHRD/1137/2023-DB1   Thiruvananthapuram, Date :16-02-2024

Read:- 1.This office proceedings of even No. dated.16.11.2023.

2. Minutes of the Academic Committee held on 12.01.2024.

3.Submitted dated 24.01.2024 from Dr. Jobymol Jacob, Professor in Electronics & Communication Engineering, Model Engineering College, Ernakulam.

ORDER

As per this office proceedings read (1) above, an Academic Committee has been constituted with the faculties from various centres of IHRD for the revision of scheme & syllabus and Rules & Regulations of existing IHRD courses. The committee constituted for the purpose under the Chairmanship of Dr. Jobymol Jacob, Professor in Electronics & Communication Engineering, Model Engineering College, Ernakulam updated the existing schemes and syllabus of IHRD courses incorporating advanced topics in order to cope with the latest technologies and forwarded the same for Syllabus Revision. The committee has been recommended to change the mode of study as hybrid mode with both offline and online classes/sessions. The committee has also been recommended to hike the fee structure to 20% of the existing fees except the admission fees since the fees of the PGDCA, DDTOA, DCA and CCLIS courses are more than one decades ago and the PGDCF course which started in 2021 has been revised from one semester to two semesters. Now Examination fee is fixed as Rs.1000/- from 2024 scheme, one semester PGDCF course is revised as two semesters along-with internship of Rs.5000/-. As per the minutes of the Academic Committee held on 12.01.2024 and resolved to recommend the revised draft syllabus (scheme 2024) of PGDCA/ DDTOA/ DCA/ CCLIS /PGDCF, rules and regulations and fee structure for the conduct of following IHRD courses.

1. Post Graduate Diploma in Computer Applications (2 Semesters)

2. Post Graduate Diploma in Cyber Forensics & Security (2 Semesters)

3. Diploma in Data Entry Techniques & Office Automation (2 Semesters)

4. Diploma in Computer Applications (1 Semester)

5. Certificate Course in Library and Information Science (1 Semester)

In the above circumstances, sanction is accorded to approve the above mentioned five courses pertaining the revised scheme and syllabus 2024, fee structure and rules and regulations as recommended by the committee constituted for the IHRD courses subject to approval of Executive Committee of IHRD. Sanction is also accorded to revise the fee structure @ 20% by enhancing from the existing fee structure as mentioned in Annexure one of Rules and regulations of the course.

The approved scheme and syllabus will be applicable from February 2024 admission onwards. The revised scheme of syllabus is published in IHRD website (members area) for further action. The above orders are issued due to urgency in anticipation of approval from the Executive Committee of IHRD.

DIRECTOR

To

1. All Head of Institutions under IHRD (Published in IHRD website – members area)

2. Sri Basil Gomez, Exam Coordinator & System Analyst Hr.Grade.

3. Dr. Jobymol Jacob, Chairperson, Academic Committee of IHRD Courses & Professor in Electronics & Communication Engg., Model Engineering College, Ernakulam.

4. All section heads of IHRD Headquarters

5. PA to Director

6. SF/OC