



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

ADMISSION TO
Diploma in
Data Entry Techniques & Office Automation

JULY 2010

PROSPECTUS

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

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. Eligibility for admission : SSLC Pass/equivalent

Sl.No.	Course Centres and Sessions	No. of seats available
1.	College of Applied Science, Eressankulam, Vadakkenchery, Palakkad Pin - 678 683 Ph : 04922-255061, 259999	40
2.	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph : 0495-2765154	40
3	College of Applied Science, Pattuvam, Safe Guard Complex, Kuttikkol P.O Thalipparambu, Kannur-670141 Phone.0460 2206050	40
4	College of Applied Science, Vazhakkad, Malappuram 673 640 Phone: 0483 2113100	40
5	Model Polytechnic, Nut Street, Vadakara, Pin-673 104 Ph: 0496-2524920	40
6	Model Polytechnic, Mala, Kallettumkara P.O, Pin - 680 683 Ph : 0480-2720746, 2233240	40
7	Model Polytechnic College, Pada, North Karunagappally, Kollam 690518, Phone: 0476 2623597	40
8	Model Polytechnic, Idukki Development Authority Buildings, Painavu, Idukki - 685 603 Ph : 04862-232246	40
9	E.K.Nayanar Memorial Model Polytechnic, Kalliasserry, Kannur – 670562. Ph : 0497-2780287	40
10	Model Polytechnic College, Mattakkara. P.O, Ayarkunnam, Rosary Hill Ashramam, Kottayam-686 564, Ph:0481 25429022	40
11	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947	40
12	Technical Higher Secondary School, KIP Building, Adoor – 691 523, Ph: 04734 224078	40
13	Technical Higher Secondary School, Puthuppally, Kottayam – 68011 Ph : 0481-2351485	40
14	Technical Higher Secondary School, Muttom, Thodupuzha Idukki 685587, Phone: 04862 255755	40
15	Technical Higher Secondary School, Kalanjoor (Konni), Pathanamthitta Phone : 0473-4272320	40
16	Technical Higher Secondary School, Perissery, West Vanitha Engineers Co-operative Society building, Perissery P.O, Chengannur-689121 Phone:0479-2456499	40
17	Technical Higher Secondary School, Peerumedu.P.O, Idukki 685 531 Phone: 04869 233982, 232899	40
18	Technical Higher Secondary School, Kaprassery, Nedumbasserry, Changanamadu 683 585 Phone: 0484 2604116	40
19	Technical Higher Secondary School, Korangadu, Thamarassery, Kozhikode 673 573, Phone: 0495 2223243	40
20	Technical Higher Secondary School, , Ottappunna Pallippuram P. O, Cherthala, Alappuzha – 688541, Phone: 0478 2552828	40
21	IHRD Study Centre, Government LP School Campus, Thiruvilvamala Thrissur 680 588, Phone: 04884 281200	40
22	Extension Centre of IHRD, Mini Civil Station, Cherpu Phone : 0487-3209761	40
23	Extension Centre of IHRD, Near Stadium, Thazhepalam, Tirur, Malappuram – 676 107, Phone: 0494 2423599	40
24	Extension Centre of IHRD, Nedumkandam, Idukki – 685 553 Phone: 04868 233077	40
25	Extension Centre of IHRD, Rajakkad, Idukki – 685 566, Phone: 04868 241636	40
26	Extension Centre of IHRD, Kerala Ceramics Showroom Building, Mukkada, Kundara, Kollam 691 501 Phone: 0474 2580462	40
27	Study Centre of IHRD, Moochikkal, Valanchery P.O, Malappuram 676 552 Phone: 0494 2646303	40
28	Technical Higher Secondary School, Kaloor, Cochin 682 017, Phone : 0484 2347132	40
29	Technical Higher Secondary School, Attingal, Thiruvananthapuram, Phone: 0470 2629068	40
30	Technical Higher Secondary School, Chadayamangalam, Chadayamangalam .P.O, Kollam- 691 534, Ph: 0474 2477521	40

3. **Age** : **Below – 40 years**
4. **Intake** : **40 per batch**
5. **Cost of application form & Prospectus** : **Rs.25/-**

Application form and Prospectus can be had from the office of the respective centres on payment of Rs.25/- by cash on all working days upto 30.6.10. If the application form is required by post apply to the head of Training Centre along with Demand Draft for Rs.40/- drawn in favour of the Training Centre and a self addressed envelop on or before 26.06.2010

6. **Last date for receipt of filled in application for admission in the training centre** : **30.06.2010**
7. **Probable date of commencement of classes** : **12.07.2010**

8. **How to apply**

Completed applications accompanied by demand draft for Rs.100/- (Rs.50/- for SC/ST candidates) drawn in favour of the head of Training Centre towards registration fee and attested copies of mark list of the SSLC examination 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.

Application form downloaded from the websites www.ihrdkerala.org / www.ihrd.ac.in can also be used and should be submitted to the concerned training centre along with a Demand Draft for Rs.125/- drawn in favour of the head of concerned training centre.

9. **Reservation**

The seats will be filled up on the following formula:

- 1) Seats reserved for SC/ST/OEC and Socially and Educationally Backward Class (SEBC) candidates are as detailed below:
- | | |
|-----------------------------|-------|
| Scheduled Caste | : 15% |
| Scheduled Tribe | : 5% |
| Ezhava, Thiyya, Billavans | : 9% |
| Muslims | : 8% |
| LC other than Anglo Indians | : 2% |
| Other Backward Christians | : 1% |
| Other Backward Hindus | : 5% |

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 SEBC/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

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. 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 Assessment) 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 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 candidates 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,
15.06.2010

**Sd/-
DIRECTOR**