



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

ADMISSION TO
Diploma in
Data Entry Techniques & PC Maintenance

JANUARY 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 semester Diploma Course in Data entry Techniques & PC Maintenance. 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

2. Course Centres

Sl.No.	Name and address of course centres
1	College of Applied Science, Eressankulam, Vadakkenchery, Palakkad - 678 683 Ph : 04922-255061, 259999
2	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph: 0495-2765154
3	College of Applied Science, Pattuvam, Safe Guard Complex, Kuttikkol P O Talipparambu, Kannur – 670 141 Phone : 04982 - 206050
4	College of Applied Science, Dhanuvachapuram P O, Thiruvananthapuram – 695 503 Phone : 0471-2234373
5	College of Applied Science, Vazhakkad, Malappuram – 673 640 Phone : 0483-2113100
6	Model Polytechnic, Nut Street, Vadakara, Pin-673 104 Ph: 0496-2524920
7	Model Polytechnic, Kallettumkara P.O, Mala, Thrissur- 680 683, Ph: 0480-2720746, 2233240
8	Model Polytechnic, Pada-North Karunagappally Kollam – 690 518, Ph: 0476 – 2623597
9	Model Polytechnic College, Painavu,Idukki Development Authority Buildings,Painavu,Idukki-685 603 Ph : 04862 232246
10	Model Polytechnic College, Mattakkara,P.O.Ayarkunnam, Kottayam –686 564 Ph : 0481 2542022
11	Model Polytechnic College, Kalliassery, E.K. Nayanar Memorial Model Polytechnic Kalliassery,Kannur-670562 Ph : 0497 2780287
12	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O, Thiruvananthapuram - 695 011, Ph: 0471-2550612, 2554947
13	Regional Centre of IHRD, Behind Govt.High School, Edappally, Ernakulam - 682 024, Ph: 0484-2337838
14	Technical Higher Secondary School, KIP Campus, Adoor, Near HSS Adoor, Pathanamthitta, Pin-691523, Ph:04734-224078
15	Technical Higher Secondary School, Puthuppally, Kottayam – 686 011, Ph: 0481-2351485
16	Technical Higher Secondary School, Muttom.P.O, Thodupuzha, Idukki-685587, Ph: 04862-255755
17	Technical Higher Secondary School, Kalanjoor (Konni), Pathanamthitta Phone : 0473-4272320
18	Technical Higher Secondary School, Perissery, West Vanitha Engineers Co-operative Society building, Perissery P O, Chengannur – 689 121 Phone : 0479 – 2456499
19	Technical Higher Secondary School, PWD Rest house Campus, Kuttikkanam P O, Peerumedu, Idukki – 685 531 Phone : 04869 – 233982, 232899
20	Technical Higher Secondary School, Vazhakkad, Malappuram – 673 640 Phone : 0483 – 2725215
21	Technical Higher Secondary School, Kaprassery, Nedumbassery, Chengamanadu – 683 585 Phone : 0484-2604116
22	Technical Higher Secondary School, Kundaliyoor P O, Chettuva, Thrissur – 680 616 Phone : 0487-2294520
23	Technical Higher Secondary School, Govt. HSS Campus, High Road, Aluva, Ernakulam – 683 101 Phone : 0484-2623573
24	Technical Higher Secondary School, Ayroor Govt. High School Campus Building, Ayroor South P O, Rameswaram, Aranmula, Pathanamthitta Phone : 04735-230705
25	Technical Higher Secondary School, Chadayamangalam P O, Chadayamangalam Kollam- 691 534 Phone : 0474-2477521

26	Technical Higher Secondary School, Karangad, Thamarassery, Kozhikode – 673 573 Phone : 0495-2223243
27	Technical Higher Secondary School, College of Engineering Campus, Ottappunna, Pallippuram P O Cherthala, Alappuzha Phone : 0478-2552828
28	Technical Higher Secondary School, Cheemeni, Chanadukkam, Pettikundu P O, Cheruvathur (Via) Kasargod – 671 313 Phone : 04672-257541
29	Technical Higher Secondary School, Ayiloor P O, Govt. UP School Campus (via) Nenmara, Palakkad-678 510 Phone : 04923 - 241766
30	Technical Higher Secondary School, Govt. UP School Campus, Avanur P O, Varadium, Thrissur – 680 547 Phone : 0487-2214773
31	IHRD Study Centre, Government L.P School Campus, Thiruvilluamala, Thrissur-680 588 Phone : 04884 - 281200
32	Extension Centre of IHRD, Near Stadium, Thazhe palam, Tirur, Malappuram - 676 107, Ph: 0494-2423599
33	Extension Centre of IHRD, Nedumkandam, Idukki – 685 553 Phone : 04868-233077
34	Extension Centre of IHRD, Rajakkad, Idukki – 685 566 Phone : 04868-241636
35	Extension Centre of IHRD, Kerala Ceramics Showroom Building, Mukkada, Kundara, Kollam – 691 501 Ph: 0474-2580462
36	Extension Centre of IHRD, Mini Civil Station, Cherpu Ph: 0487-3209761
37	Study Centre of IHRD, Moochikkal, Valanchery.P.O, Malappuram-676552, Phone: 0494-2646303

3. Intake : **40 per batch**

4. 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 up to 26.12.09. 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 21.12.09

5. Last date for receipt of filled in application for admission in the training centre : **26.12.09**

6. Probable date of commencement of classes : **06.01.10**

7. 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.

8. Reservation

8% of the intake is reserved for SC candidates, and 2% to ST candidates. The unavailed seat if any under SC quota will go to the ST quota and vice versa.

9. Basis of Selection

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

10. 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.

11. Course Contents (under Revision from 2010 onwards)

Revised syllabus will be issued after the commencement of classes

12. Course Timing

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

13. Details of fee

Admission fee	:	Rs. 250.00
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)

14. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. But the SC/ST/OEC candidates shall be provisionally exempted from payment of the prescribed fees provided they should 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.

15. Important Rules and Regulations for the Examination

1. Semester Examinations will be conducted by the Institute of Human Resources Development, immediately after the completion of each semester course.
2. Candidates who have successfully completed the semester course with a minimum of 75% attendance alone will be permitted to register for the Semester Examination. However, the Head of Institutions are authorized to condone shortage of attendance up to 5% of the total attendance on valid reason realizing Rs.500/- towards condonation fee. The condonation of shortage of attendance shall be granted only one time for the entire course i.e. 1st t or 2nd semester. The candidates who have not secured the minimum 70% of attendance shall not be eligible either for condonation of shortage or for registration for semester examination.
3. Maximum number of chances that can be availed of by a student to pass the semester examination is four (consecutive chances).
4. Valid registration for the first semester examination is one of the conditions for registration for 2nd semester class.
5. The students who had failed for semester examinations are permitted to register in compartmental or piece meal appearance.
6. The minimum mark required for a pass in each subject will be 50% i.e. 40% for written examination and 50% for theory and internal evaluation put together.
7. Those who pass the first and second semesters in the first chance securing an aggregate of 75% or more marks put together will be declared to have passed the course in first class with distinction.
8. Those who pass the first and second semesters securing an aggregate of 60% or more marks will be declared to have passed the course in first class. But a candidate who passes the semester in compartmental basis will not be eligible for 1st class. Such candidates will be placed in the second class.
9. All other successful candidates will be placed in the second class.
10. Those who pass the Examination will be awarded a **DIPLOMA** by the **INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**.

Sd/-
DIRECTOR

Thiruvananthapuram,
Date : 5.12.09