



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

ADMISSION TO
POST GRADUATE DIPLOMA IN COMPUTER
APPLICATIONS

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 Post Graduate Diploma Course in Computer Applications. The scheme of study and syllabus have been updated incorporating advanced topics. The details are given below.

1. Eligibility for admission

Graduate in any discipline from a recognised University

2. Course Centres and Sessions.

SI No	Name of Centre	No of seats available in each Sessions	
		Day time	*Outside Office hrs
1	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph : 0495-2765154	40	40
2	College of Applied Science, Madathil Arcade, Erattayar Road, Kattappana, Idukki - 685 508 Ph : 04868-250160	40	No
3	College of Applied Science, Govt. Boys' High School Campus, (Vocational Higher Secondary School) Mavelikkara - 690 101 Ph : 0479-2304494	40	40
4	College of Applied Science, Adoor - 691 523. Ph : 04734-224076	40	40
5	College of Applied Science, PWD Rest House Campus, Kuttikkanam, Peermade - 685 531. Ph : 04869-232373	40	No
6	College of Applied Science, Eressankulam, Vadakkenchery, Palakkad Pin - 678 683 Ph : 04922-255061, 259999	40	40
7	College of Applied Science, Peakuzhiyil Building, Mallappally West(P.O) Pathanamthitta. 689 585 Ph : 0469-2681426	40	No
8	College of Applied Science, Thodupuzha - 685 584 Ph : 04862-228447	40	No
9	College of Applied Science, NKM HSS Campus, Dhanuvachapuram (Parasala), Thiruvananthapuram 695503, Phone: 0471 2234373	No	40
10	College of Applied Science, Pattuvam Safeguard Complex, Kuttikkol P.O. Taliparambu, Kannur - 670 141 Ph : 0460 -2206050, 206988	40	No
11	Model Polytechnic, Mala, Kallettumkara P.O, Pin - 680 683 Ph : 0480-2720746, 2233240	40	40
12	Model Polytechnic, Nut Street, Vadakara, Pin-673 104 Ph: 0496-2524920	40	40
13	Model Polytechnic, Idukki Development Authority Buildings, Painavu, Idukki - 685 603 Ph : 04862-2322460	40	No
14	E.K.Nayanar Memorial Model Polytechnic, Kalliasserry, Kannur – 670562. Ph : 0497-2780287	40	No
15	Model Polytechnic, Pada-North, Karunagappally, Kollam – 690 518 Phone : 0476 – 2623597	40	No
16	Technical Higher Secondary School, Puthuppally, Kottayam – 68011 Ph : 0481-2351485	40	40
17	Technical Higher Secondary School, Muttom, Thodupuzha – 685587 Ph : 04862-255755	40	No
18	Technical Higher Secondary School, Near Govt. Polytechnic Hostel, Angadippuram Post, Perinthalmanna - 679 321. Ph : 04933-225086	40	No
19	Technical Higher Secondary School, West Vanitha Engineers Co-operative Society Building, Perissery P.O, Chengannur 689 121 Phone : 0479 2456499	40	No
20	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947	40	40
21	Extension Centre of IHRD, Near Stadium, Thazhe palam, Tirur, Malappuram - 676 107. Ph : 0494-2423599	40	40
22	Extension Centre of IHRD, Mini Civil Station, Cherpu Phone : 0487-3209761	40	No
23	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara 691 501, Phone: 0474 2580462	No	40
24	IHRD Centre, Panchayath Samskarika Nilayam, Kottaram Junction, Valanchery, Kuttippuram, Phone: 0494 2646303	40	No
25	IHRD Study Centre, Thiruvilvamala, Thrissur Dist., Govt. L.P School Campus 680 588, Phone: 04884 281200	40	
26	Technical Higher Secondary School, Kaloar, Cochin 682 017 Phone: 0484 2347132		40
27	Technical Higher Secondary School, Cherthala, Engineering College Campus, Ottapunna, Pallipuram .P.O, Cherthala, Alappuzha, Phone: 0478 2552828	40	
28	Technical Higher Secondary School, Kalanjoor, Pathanamthitta 689694, Phone: 0473 24272320	40	
29	Study Centre, Rajakkad, Panchayath Building, Near Govt. HSS, Rajakkad.P.O, Idukki 685566, Phone 04868 241636	40	
30	Study Centre, Nellari Building, Central Junction, Nedumkandam P.O, Idukki 685 553, Phone: 04868 233077	40	
31	, Kasaragode District, Professional education Co-operative society (IHRD Franchise Centre), Vidya Nagar, Kasaragode – 671123, Phone: 04994 256445	40	

* (out of office hrs batches will be conducted by the Training Centres subject to availability of sufficient candidates and slots)

3. Intake/Batch : 40 per batch

4. Cost of application form & Prospectus : Rs.25/-

5. Sale of application

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 24.6.10. If the application form is required by post, apply to the Head of training centre along with a Demand Draft for Rs.40/- drawn in favour of the Training Centre and a self addressed envelope on or before 17.6.2010

6. Last date for receipt of filled in application for admission in the respective training centre : 24.6.10

7. Probable date of commencement of classes : 3.7.2010

8. How to apply

Completed application 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 final year degree examination & degree certificate should reach the Head of the chosen training centre on or before the last date prescribed. The D.D in respect of Model Polytechnic, Mala should be payable at Chalakudy. Candidates are precluded from applying to more than one training centre for admission. In the application, the name of training centre chosen should be invariably noted. 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

11. 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 concerned 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 Final Year Degree Examination. (Each training centre will be treated as separate unit for selection of candidates).

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 heads of institutions. The students will make their own arrangements to procure the required text books.

12. Course Contents includes (Revised Scheme 2010)

First Semester :	Computer Organisation and Operating Systems, Programming Techniques, Software Engineering and Database Management Systems, Internet and Web Technology, Computer Lab 1 (PC Skills, HTML, Java Script), Computer Lab 2 (C, C++), Computer Lab 3 (VB.Net, SQL)
Second Semester :	Advanced Web Technologies, Programming in Java, Computer Communication and Networks, Computer Lab 4 (ASP.Net, PHP), Computer Lab 5 (Java), Computer Lab 6 (Linux Networking), Project work.

13. Details of fee

Admission fee	: Rs. 300.00
Tuition fee *	: Rs.8000.00 per semester
Caution Deposit (Refundable)	: Rs.500.00
Examination fee *	: Rs. 750.00 per semester
Internet fee	: Rs.150.00

* 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. 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.

15. Important Rules and Regulations for the Examination (Students must read the entire rules and regulations available in the course centre before undergoing the course)

- 1 The semester Examinations will be conducted by the IHRD, immediately after the completion of each semester.
- 2 Candidates who have secured a minimum of 75% of the attendance during the semester only are eligible for the registration for semester examination.
- 3 Students who have shortage of attendance, but not condoned, in any semesters are not eligible to be promoted to the higher semesters. They may seek re-admission.
- 4 A candidate will have up to four consecutive chances for appearing a semester examination from their registration to the regular examination. All supplementary exams conducted subsequent to a regular examination will be treated as a chance, irrelevant of the candidate has registered for those exams or not.
- 5 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.
- 6 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.
- 7 The minimum marks required for a pass in each subject will be 50% of maximum marks.(ie, for theory/practical and sessional put together.) However individual minimum of 40% is required for theory/practical and sessional of each subject, separately. There is no provision for improvement of sessional(CA) marks, unless the candidate repeats the semester study.
- 8 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.
- 9 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.
- 12 i) 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".
 - ii) Those who pass the first and second semesters in the first chance securing an aggregate of 60% or more marks put together will be declared to have passed the course in "First Class".
 - iii) Those who pass the first semester supplementary examination along with the second semester regular examination, securing an aggregate of 60% or more marks put together will be declared to have passed the course in "First Class".
 - iv) All other successful candidates will be placed in the "Second Class".
- 13 All successful candidates will be awarded a Post Graduate Diploma by the IHRD.
14. The detailed scheme and syllabus, Rules and Regulations of PGDCA 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 : 7.6.10

Sd/-
DIRECTOR