



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

ADMISSION TO
**POST GRADUATE DIPLOMA IN COMPUTER
APPLICATIONS**

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 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.

Sl No	Name of Centre	Sessions	
		Day time	*Outside Office hrs
1.	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001 Ph : 0495-2765154	Yes	Yes
2.	College of Applied Science, Madathil Arcade, Erattayar Road, Kattappana, Idukki - 685 508 Ph : 04868-250160	Yes	No
3.	College of Applied Science, Govt. Boys' High School Campus, (Vocational Higher Secondary School) Mavelikkara - 690 101 Ph : 0479-2304494	Yes	Yes
4.	College of Applied Science, Adoor - 691 523. Ph : 04734-224076	Yes	Yes
5.	College of Applied Science, PWD Rest House Campus, Kuttikkanam, Peermade - 685 531. Ph : 04869-232373	Yes	No
6.	College of Applied Science, Eressankulam, Vadakkenchery, Palakkad Pin - 678 683 Ph : 04922-255061, 259999	Yes	Yes
7.	College of Applied Science, Peakuzhiyil Building, Mallappally West(P.O) Pathanamthitta. 689 585 Ph : 0469-2681426	Yes	No
8.	College of Applied Science, Thodupuzha - 685 584 Ph : 04862-228447	Yes	No
9.	College of Applied Science, Pattuvam Safeguard Complex, Kuttikkol P.O. Taliparambu, Kannur - 670 141 Ph : 0460-206050, 206988	Yes	No
10.	College of Applied Science, Dhanuvachapuram, Phone : 0471 2234373	-	Yes
11.	Model Polytechnic, Mala, Kallettumkara P.O, Pin - 680 683 Ph : 0480-2720746, 2233240	Yes	Yes
12.	Model Polytechnic, Nut Street, Vadakara, Pin-673 104 Ph: 0496-2524920	Yes	Yes
13.	Model Polytechnic, Idukki Development Authority Buildings, Painavu, Idukki - 685 603 Ph : 04862-2322460	Yes	No
14.	E.K.Nayanar Memorial Model Polytechnic, Kalliasserry, Kannur – 670562. Ph : 0497-2780287	Yes	No
15.	Model Polytechnic, Pada-North, Karunagappally, Kollam – 690 518 Phone : 0476 – 2623597 (O)	Yes	No
16.	Technical Higher Secondary School, Puthuppally, Kottayam – 68011 Ph : 0481-2351485	Yes	Yes
17.	Technical Higher Secondary School, Near Govt. Polytechnic Hostel, Angadippuram Post, Perinthalmanna - 679 321. Ph : 04933-225086	Yes	No
18.	Technical Higher Secondary School, Mottom, Thodupuzha, Idukki – 685 587, Phone : 04862 255755	Yes	No
19.	Model Technical Higher Secondary School, Kaloor, Cochin – 682 017 Phone : 0484-2347132	No	Yes
20.	Technical Higher Secondary School, West Vanitha Engineers Co-operative Society Building, Perissery P.O., Chengannur – 689 121 Phone: 0479-2456499	Yes	No
21.	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O., Thiruvananthapuram - 695 011. Ph : 0471-2550612, 2554947	Yes	Yes
22.	Regional Centre of IHRD, Behind Govt.High School, Edappally, Ernakulam Pin - 682 024 Ph : 0484-2337838	Yes	Yes
23.	Extension Centre of IHRD, Near Stadium, Thazhe palam, Tirur, Malappuram - 676 107. Ph : 0494-2423599	Yes	Yes

24.	Extension Centre of IHRD, Mini Civil Station, Cherpu Phone: 0487-3209761	Yes	No
25.	Extension Centre of IHRD, Kerala Ceramics Showroom Building, Mukkada, Kundara – 691 501 Ph: 0474-2580462	No	Yes
26.	IHRD Centre, Panchayat Samskarika Nilayam, Kottaram Junction, Valanchery, Kuttipuram Phone: 0494-2646303	Yes	No
27.	IHRD Study Centre, Thiruvillamala, Thrissur (District) Government LP School Campus, Pin: 680 588 Phone : 04884 281200	Yes	No

*** (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 23.12.09. 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 19.12.09

6. Last date for receipt of filled in application for admission in the respective training centre : 23.12.09

7. Probable date of commencement of classes : 06.01.10

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. 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. The candidates opting Model polytechnic Mala, as study centre should take DD in favour of the Principal, MPTC, Mala – payable at Chalakudy. 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

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.

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 (under Revision from 2010 onwards)

Revised syllabus will be issued after the commencement of classes.

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

** 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 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 authorised to condone shortage of attendance up to 5% of the total attendance on valid reason realising Rs.500/- towards condonation fee. The condonation of shortage of attendance shall be granted only one time for the entire course i.e. Ist or IInd 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 IInd semester class.
5. The students who had failed for semester examinations are permitted to register in compartmental or piece meal appearance.
6. A candidate who has completed the first semester and registered for the first semester examination, but has discontinued the course on medical reasons will be re-admitted to the second semester of the course on the following conditions.
 - (a) The candidate must have requested for re-admission to the course within 18 months from the date of admission.
 - (b) The syllabus and the scheme for first and second semester of the course, he/she will be attending, must be the same. If the schemes are different, he/she will have the following two options.
 - (i) The candidate has to surrender the first semester mark list(s) issued to him as per the old scheme and he/she should appear for the first semester supplementary examination as per the revised syllabus as a private candidate.
 - (ii) The candidate can repeat the course from first semester as per the revised syllabus and he/she will be treated as a fresh candidate.
 - (c) The eligible candidate can be re-admitted subject to the availability of seat.
 - (d) The candidate should pay a re-admission fee of Rs.300/- and a re-registration fee of Rs.300/- for examination in addition to the normal prescribed semester fees.
7. 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.
- 8.
8. 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.
9. 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 second semester in compartmental basis will not be eligible for 1st class. Such candidates will be placed in the second class.
10. All other successful candidates will be placed in the second class.
11. Those who pass the Examination will be awarded a **POST GRADUATE DIPLOMA** by the **INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**.

Thiruvananthapuram
Date : 01.12.09

Sd/-
DIRECTOR