INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

ADMISSION   TO

DIPLOMA IN COMPUTER APPLICATIONS

August 2023

PROSPECTUS

(Prospectus issued for previous years/ batches are not valid for August 2023)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT is an autonomous institute established by the Government of Kerala. The Institute invites application for admission to Diploma Course in Computer Applications (Six months course). The scheme of study and syllabus has been updated incorporating advanced topics. The course is targeted to the employment opportunities in public and private sector and for self employment.

1. **Course Centres.**

SI No.	Name of Centre	No. of seats per batch Day time
	Thiruvananthapuram	
1	College of Engineering, Attingal, Near KSRTC Busstand, Attingal P.O, Trivandurm, Pin - 695 101. Phone No :0470-2627400 (O) Fax No :0470-2627400 Mobile : 8547005037	40
2	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O, Thiruvananthapuram - 695 011, Ph: 0471-2550612, 2554947	40
3	Model Finishing School, Vikas Bhavan P.O, P.M.G, Thiruvananthapuram – 695033, Ph: 2307733	40
4	College of Applied Science Dhanuvachapuram, NKM H S School Campus, Dhanuvachapuram, Thiruvananthapuram Dist, Pin- 695503, Phone: 0471-2234373,2234374, Mobile : 8547005065	40
5	Technical Higher Secondary School, Muttada, Muttada P.O, Thiruvananthapuram Dist., Pin – 695004, Phone: 0471-2543888, Mobile: 8547005017, 9447242722	40
	Kollam	
6	College of Engineering, Thrikkannamangal, ETC. P. O, Kottarakkara, Kollam - 691 531 Ph : 0474-2453300	40
7	College of Engineering, Karunagappally, Thodiyoor P.O, Kollam Phone : 0476-2665935, 2666160	40
8	Model Polytechnic College, Edakulangara P. O, Karunagappally, Kollam – 690 562, Ph : 0476-2623597	40
9	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara - 691 501, Phone: 0474 2580462	40
10	College of Applied Science Kundara, Thettikunnam, Kundara P.O, Kollam Dist, Pin - 691501, Phone: 0474-2580866, Mobile: 8547005066	40
11	Technical Higher Secondary School Adoor, KIP Campus, Adoor P.O Pathanamthitta Dist. Pin : 691523 Phone : 04734-224078 Mobile: 8547005020	40
	Pathanamthitta	
12	College of Engineering, Manakala. P.O., Adoor, Pathanamthitta District, Kerala State. Pin : 691 551 Phone: +91-4734-230640(P) Phone: +91-4734-231995(O) Mobile : 8547005100	40
13	College of Applied Science, Adoor, Pin – 691523, Ph: 04734-224076	40
14	College of Applied Science, Kalanjoor, Kalanjoor. P. O, Pathanamthitta Dist., Pin – 689694, Ph: 04734-272320	40
15	College of Applied Science Konni Elimullumplackal P.O Konni, Pathanamthitta Dist Phone : 0468 2382280	40
16	College of Applied Science Mallappally, Peakuzhiyil Buildings, Mallappally (W) P. O, Pathanamthitta (Dist), PIN- 689 585, Phone: 0469- 2681426, Mobile: 8547005033	40
17	Technical Higher Secondary School, Mallappally, Mallappally East. P.O, Pathanamthitta District, Kerala State: Pin 689 584, Phone: 0469-2680574/2784994, Mobile : 8547005010	40
18	Technical Higher Secondary School Adoor, KIP Campus, Adoor P.O, Pathanamthitta Dist, Pin: 691523, Phone: 04734-224078, Mobile: 8547005020	40
19	College of Applied Science Ayroor, Ayroor South P.O, Pathanamthitta Dist, Kerala -689 611 Phone : 04735-296833, Mobile : 9747190302	40
	Alappuzha	
20	College of Engineering, Chengannur, Alleppuzha District. Kerala state. Pin - 689 121 Phone : 0479-2456046, Phone : 0479-2454125	40
21	College of Engineering, Cherthala Ottappunna, Pallippuram.P.O. Cherthala-688541 Ph : +91 478 2552714, Ph : +91 478 2553416,	40
22	College of Applied Science, Govt. UPS Campus, Karthikappally, Haripad – 690516, Ph : 0479-2485370	40
23	College of Applied Science, Govt. Boy's High School Campus, (Vocational Higher Secondary School), Mavelikkara – 690 101, Phone : 0479-2304494 (O)	40
24	Technical Higher Secondary School College of Engineering Campus, Ottappunna, Pallippuram.P.O, Cherthala, Alappuzha Phone: 0478-2552828.	40
25	College of Applied Science Perissery, Perissery P.O., Chengannur,Alappuzha Dist, Pin: 689126, Phone: 0479-2456499, Mobile: 9747190302	40
	Kottayam	
26	College of Engineering, Poonjar, Thekkekkara P.O, Erattupettah, Kottayam Dist., Kerala State, India.Pin .686 582, Ph: 04822-271737(O), 04822-271511(O), Mobile : 8547005035	40

27	Model Polytechnic College, Mattakkara P.O, Kottayam Dist., Pin - 686 564, Phone: 0481-2542022, Mobile: 8547005081	40
28	College of Applied Science Puthuppally, Payyappady P.O., Puthuppally, Kottayam – 686 034, Pin- 686 011, Phone: 0481-2351631, 2351228, Mobile: 8547005040	40
29	College of Applied Science Kaduthurithy, Njeezhoor P O, Kaduthurithy Kottayam (Dist)., Pin - 686 612, Phone: 04829- 264177, Mobile: 8547005049	40
30	Technical Higher Secondary School Puthuppally, Puthuppally P.O., Kottayam District - 686011, Phone : 0481-2351485, Mobile: 8547005013	40
31	College of Applied Science Kanjirappally, Petta Govt. HS Campu, Kanjirappally Kottayam (Dist). Pin - 686 507, Phone : 04828- 206480, 206600, Mobile : 8547005075	40
Idukki		
32	IHRD Study Centre Panchayat Building, Near Govt. HSS, Rajakkad.P.O, Idukki-685566, Ph: 04868-241636.	40
33	Model Polytechnic College, Model Polytechnic Office, Idukki Development authority, Painavu, Idukki Dist., Pin - 685 603, Phone: 04862-2322460	40
34	College of Applied Science Peermade, PWD Rest House Campus, Kuttikkanam P.O, Peerumede, Idukki (Dist), Pin - 685 531, Phone: 04869- 232373, Mobile: 8547005041	40
35	College of Applied Science Thodupuzha, Near Court Complex, Muttom P.O, Thodupuzha, Idukki (Dist), Pin – 685587, Phone: 04862-257447, 257811, Mobile: 8547005047	40
36	College of Applied Science, 5th floor, KSHB Shopping Complex near old Private Bus stand, Kattappana, Idukki District, Pin - 685 508, Phone: 04868-250160, Mobile: 8547005053	40
37	College of Applied Science Nedumkandam, Panchady Road, West Junction Nedumkandam, Idukki (Dist), Pin- 685 553, Phone: 0468- 234472, Mobile: 8547005067	40
38	College of Applied Science Marayoor, Anchunadu, Sahayagiri Post Kanthalloor, Via Marayoor, Idukki (Dist), Pin- 685 620, Phone: 0468- 253010, Mobile: 8547005072	40
39	Technical Higher Secondary School, Muttom P.O., Thodupuzha, Idukki - 685 587, Phone : 04862-255755	40
40	Technical Higher Secondary School Peermade, Near Govt. Guest House, Kuttikanam P.O, Peermade, Idukki District – 685531, Phone: 04869-232899, Mobile: 8547005011	40
Ernakulam		
41	Model Engineering College, B.M.C. PO, Thrikkakkara, Kochi, Kerala State - Pin: 682021 Phone:0484-2575370(O) Phone:0484-2577379(P	40
42	College of Applied Science, Puthenvelikkara. P. O, North Paravur, Ernakulam – 683594, Phone No: 0484-2487790	40
43	Technical Higher Secondary School Govt. HSS Campus, High Road Aluva, Ernakulam - 683 101, Phone: 0484-2623573.	40
44	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2341410	40
45	Technical Higher Secondary School Kaloor, Kaloor P.O., Ernakulam District – 682017, Phone: 0484-2347132, Mobile: 8547005008	40
46	Model THSS Kaprassery, Nedumbassery P.O., Ernakulam District – 683585, Phone: 0484-2604116, Mobile: 8547005015	40
47	HRD Regional Centre, Edappally High School Campus, Edappally, Ernakulam District -682024 Phone : 0484-2337838, Mobile : 8547005092	40
Thrissur		
48	Extension Centre of IHRD, Mini Civil Station, Cherpu, Ph: 0487-2340234	40
49	K.Karunakaran Memorial, Model Polytechnic College Mala, Kallettumkara P.O., Mala, Thrissur District., Pin – 680 683, Phone: 0480-2720746, Mobile: 8547005080	40
50	College of Applied Science Nattika, Valapad Post, Thrissur (Dist)– 680567, Phone: 0487-2395177, Mobile: 8547005057	40
51	College of Applied Science Chelakkara, Cheerakuzhy, Pazhayannur P.O, Thrissur District, Pin: 680587, Phone: 04884 – 227181, Mobile: 8547005064	40
52	Technical Higher Secondary School, Govt. U.P. School Campus, Avanur P.O.,Varadium, Thrissur District - 680 541, Phone: 0487-2214773, Mobile: 8547005022	40
53	College of Applied Sciences Kodungallur, Govt. HSS Campus, Edavilangu P.O., Thrissur Dist. Pin – 680671 Phone : 0480-2812280 Mobile : 8547005078	40
Palakkad		
54	Model Residential Polytechnic College, Kuzhalmanam., Kannanur P O., Kuzhalmannam, Palakkad Dist., Pin- 678 702, Phone: 04922 2729007, Mobile: 8547005086	40
55	College of Applied Science Vadakkencherry, Erassankulam, Vadakkencherry (MBR), Palakkad (Dist)– 678 683, Phone: 04922-255061, 203333, Mobile: 8547005042	40
56	College of Applied Science Kuzhalmannam, Chembai Smaraka Vishramakendram, Chembarakulam, Kottayi P.O., Palakkad Dist., Pin – 678 57, Phone: 04922-285577, Mobile : 8547005061	40

57	College of Applied Sciences Malampuzha, Kalleppully P.O., Palakkad Dist., Pin – 678000, Phone: 0491-2530010, Mobile: 8547005062	40
58	College of Applied Sciences Agali, Agali P.O, Attappadi,Palakkad Dist. Pin – 678581, Phone: 04924-254699, Mobile: 9446163007	40
59	College of Applied Sciences Ayalur, Ayalur P.O, Nemmara Via, Palakkad Dist., Pin – 678510, Phone: 0492-3241766, Mobile: 8547005029	40
Malappuram		
60	College of Applied Science, Muthuvallur, Muthuvallur. P. O, Kondotty (Via), Malappuram – 673 638, Ph: 0483 2714218	40
61	Extension Centre of IHRD, Opposite Town Hall, Tharif Bazar, Tirur (PO), Malappuram Dist. Pin 676101. Ph: 0494-2423599	40
62	IHRD Centre, Moochikkal, Valanchery P.O, Malappuram – 676 552, Phone: 0494- 2646303	40
63	College of Applied Science Malappuram, Govt. College campus, Munduparamba P O, Malappuram (Dist)., Pin - 676 509, Phone: 0483-2736211, Mobile: 8547005043	40
64	College of Applied Sciences Vazhakkad, Vazhakkad P.O., Malappuram Dist,Pin – 673640, Phone: 0483-2727070, 2728070, Mobile: 8547005055	40
65	College of Applied Sciences Vattamkulam, Sugapuram P.O., Edapal, Malappuram Dist., Pin - 678510, Phone: 0494-2689655, Mobile: 8547005054	40
66	Technical Higher Secondary School, Vazhakkad Post, Malappuram Dist, Pin - 673 640, Phone: 0483-2725215, Mobile: 8547005009	40
67	Technical Higher Secondary School, Vattamkulam, Nellissery, Sukapuram P.O., Via Edappal, Malappuram Dist., Pin - 679 576, Phone: 0494-2681498, Mobile: 8547005012	40
68	Technical Higher Secondary School, Perinthalmanna, Near Govt. Polytechnic Hostel, Angadippuram P.O, Malappuram District- 679 321, Ph : 04933-225086, Mobile: 9447404905	40
69	IHRD Extension Centre,Ayankalam P.O.,Thavanur,Malappuram Dt,679573 Ph : 0494-2688699	40
Kozhikode		
70	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001, Ph : 0495-2765154	40
71	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104, Ph : 0496-2524920	40
72	College of Applied Science Nadapuram, GHSS Kallachi Campus, Kallachi P.O., Kozikode Dist., Pin – 678 572, Phone: 0496-2556300, Mobile: 8547005056	40
73	College of Applied Sciences Thiruvambadi, Kararasseri P.O., Mukkam (Via), Kozhikode Dist. Pin – 673 602, Phone: 0495-2294263, Mobile: 8547005063	40
74	Technical Higher Secondary School Thiruthiyad, Thiruthiyad, Puthiyara P.O., Kozhikode District – 673 004, Phone: 0495-2721070, Mobile: 8547005031	40
75	College of Applied Science Thamarassery, Korangad, Thamarassery P.O, Kozhikode (Dist) – 673 573, Phone: 0495-2223243, Mobile: 8547005025	40
Wayanad		
76	P K Kalan Memorial College of Applied Science, Nallurnadu P O, Mananthavady, Wayanad – 670645, Phone: 04935- 245484, Mobile: 8547005060	40
77	Model College Meenagadi, PBM Buildings Meenagadi P.O., Wayanad Dist., Pin – 673 591, Phone: 04936-246446, Mobile: 8547005077	40
Kannur		
78	Model Polytechnic College, MPT Office, Kalliassery L.P.S Campus, Kalliassery, Kannur – 670 562, Ph: 0497 2780287	40
79	College of Applied Science Pattuvam, Kayyamthadam, Ariyil Post, Taliparamba (Via), Kannur Dist., Pin– 670143, Phone: 0460-2206050, Mobile: 8547005048	40
80	College of Applied Science Kuthuparamba, Kottayam Malabar P.O, Kannur Dist, Pin - 670 643, Phone: 0490-2362123, Mobile: 8547005051	40
81	EMS College of Applied Science Iritty, Kiliyanthara, P.O., Iritty, Kannur Dist., Pincode - 670 706, Phone: 0490 – 2423044, Mobile: 8547005052	40
82	College of Applied Science Pinarayi, Pinarayi P.O, Kannur Dist, Pincode - 670 741, Phone: 0490 – 2384480, Mobile: 8547005073	40
83	College of Applied science Neruvambram,Payyannur,Ezhome P. O, Kannur District, Pin: 670334,Phone: 04972877600, 2752500,Mobile: 8547005089	40
Kasargod		
84	College of Applied science Manjeswaram, Kumbala P O, Kasaragod District., Pin: 671321, Phone: 04998-215615, Mobile: 8547005058	40
85	Model College Madikai, Nileshwaram, Kanhirapoli.PO, Via Anandashram, Kanhangad, Kasaragod Dist, Pin – 671 531, Phone: 0467-240911, Mobile: 8547005068	40
86	College of Applied science Cheemeni Pallipara, P.O.Pettikundu, Cheruvathur (Via) Kasaragod Dist, Pincode- 671 313. Phone : 0467-2257541, Mobile : 8547005052	40

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

2.	Intake/Batch	:	40 per batch
3.	Eligibility for admission	:	Plus Two pass or equivalent
4.	Medium of Instruction	:	English
5.	Last date for receipt of filled in application for admission in the respective training centre	:	10.08.2023
6.	Probable date of commencement of classes	:	17.08.2023

7. How to apply

The Application form for admission is to be submitted online through the website of IHRD www.ihrdadmissions.org The print out taken after submitting online application along with supporting documents shall be submitted to the Head of training centers concerned along with attested copy of mark list of +2 examination on or before 10.08.2023. The application registration fee will be Rs.150/- (Rs.100- for SC/ST candidates). The application registration fee should be paid through the SBI collect account facility provided along with the online application. Registration fee once remitted shall not be refunded under any circumstances. The details of Application Registration fee remitted should be entered in admission portal while submitting the online application. Application can be obtained directly from the training centres also. Such applications shall be submitted with attested copies of mark lists and certificate and registration fee of Rs.150/- by cash / DD (Rs.100- for SC/ST candidates) on or before 10.08.2023 4 pm. Once selected transfer from one training centre to another will not be given under any circumstances. The application without registration fee or supporting documents will be summarily rejected.

8. Reservation

i. 25% of the seats will be reserved for SC/ST/OEC Students (As per G.O.(Rt) 212/2011/SC ST dtd 14/02/2011). 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 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.

ii. 5% of the seats is reserved for differently abled students as per GO(MS) No.438/2022/HEDN dtd.03.09.2022. Candidates claiming reservation under differently abled quota should produce medical certificate from the competent authority to prove their disability. Claim of reservation without medical certificate will not be considered

9. Basis of Selection

On the basis of aggregate percentage of marks secured in the +2 Examination. (Each training centre will be treated as separate unit for selection of candidates).

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

11. Course Contents includes (as per Scheme 2020)

PC Hardware & Operating Systems, Office Automation Packages, Networking & Web Technology, Lab Practice- 1 (Windows, Linux, PC Hardware), Lab Practice- 2 (Office automation packages ,Data Entry), Lab Practice- 3 (Network, PC Skills, Internet)

* The medium of instruction/ exam will be in English only.**Contents of syllabus revised as per Government Order No.G.O(MS)No.10/2019/ITD dated 04/06/2019 from Electronics & Information Technology (B) Department.

12. Details of Fee

Admission fee	:	Rs.	300/-
Tuition fee	:	Rs.	6,150/-
Caution Deposit (Refundable)	:	Rs.	500/-
Examination fee	:	Rs.	750/-
Total :		**Rs. 7,700/-**	

First Installment of Fee to be paid at the time of admission.

Admission fee	:	Rs.	300/-
Tuition fee	:	Rs.	3,150/-
Exam Fee	:	Rs.	750/-
Caution Deposit (*refundable*)	:	Rs.	500/-
Total	:	Rs.	4,700/-

Second Installment of Fee to be paid during third month of admission. : Rs. 3,000/-

(Fine Rs.10/- per day including holidays after last date, subject to a maximum of Rs..300/-)

The Fees once paid is non-refundable under any circumstances, unless stated otherwise.

13. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. How ever the SC/ST/OEC candidates selected under reservation quota shall be provisionally exempted

<u>from payment of the prescribed fees</u> 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.

14. The admission process will be cancelled, if recommended minimum no. of candidates are not available to join the course in a centre at the time of interview. In such case, the registration fee will be refunded to the candidates, who have reported for the interview scheduled.

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 final Examination will be conducted by the IHRD, immediately after the completion of the course.

   2. Candidates who have secured a minimum of 75% of the attendance during the course only are eligible for the registration for the examination.

   3. Students who have shortage of attendance, but not condoned, are not eligible to register for the examination**.**

   4. A candidate will have up to four consecutive chances for appearing the final examination from their registration to the regular examination. All supplementary exams conducted subsequent to a regular examination will be treated as a chance, irrelevant whether the candidate has registered for those exams or not.

   5. Candidates who have not secured the minimum attendance during the course or those who have failed for continuous evaluation even for one subject have to repeat the course by paying the prescribed fees.

   6. The minimum marks required for a pass in each subject will be 50% of maximum marks. (i.e., for theory/practical (End of course assessment and the continues evaluation put together.) However individual minimum of 50% is required for theory/practical (End of course assessment) and continues evaluation of each subject, separately. There is no provision for improvement of sessional (CE) marks, unless the candidate repeats the course.

   7. A candidate can apply for the revaluation of answer scripts on the following conditions.
      i. The application for revaluation of answer scripts shall be submitted in the prescribed format through the head of institution along with the required fee, within 10 days of receipt of mark lists or within 15 days of date of publication of result, whichever is earlier.
      ii. The revaluation/re-counting fee once remitted will not be refunded under any circumstances.
      iii. The revised marks list will be issued, as per existing rules for revaluation.

   8. The students have the opportunity to point out the mistakes in Name, sex, date of birth etc. given in the hall ticket by making necessary correction in the copy of A-list, at the time of receiving hall tickets. They can also submit request for correction through the head of training centre, with a copy of the SSLC certificate any time, before the publication of results. These changes will be corrected free of cost. But, once mark list/diploma certificate is prepared and forwarded to the training centre for issue, any correction of above details will be made on the verification of documents and payment of prescribed fees along with the application.

   9. i) Those who pass the final examination in the first chance securing an aggregate of 75% or more marks will be declared to have passed the course in "First Class with Distinction".
      ii) Those who pass the final examination in the first chance securing an aggregate of 60% or more marks will be declared to have passed the course in "First Class".
      iii) All other successful candidates will be placed in the "Second Class".

   10. All successful candidates will be awarded a Diploma by the IHRD.

   11. A provisional certificate will be issued to successful students, if applied within 3 months from the date of publication of results. Application in the prescribed format duly recommended by the head of training centre should be submitted to the Director, IHRD, along with the prescribed fees and proof of Identity. The provisional certificate once issued, will be valid for 6 months from the date of issue or till the Diploma certificates are issued, whichever is earlier.

Thiruvananthapuram	Sd/-
Date: 27.07.2023	**DIRECTOR**