

**Institute of Human Resources Development,
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram – 14.**

Proceedings

IHRD – Short term certificate course under Skill Development programme at various institutions under IHRD sanction accorded – orders issued.

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ORDER

Various institutions under IHRD have reported the viability for starting various certificate courses under Skill – Development Programme as directed from this end. This has been examined in detailed and the following institutions are here by permitted to conduct the short term certificate course as detailed below. The syllabus of the sanctioned courses is attached here with.

SKILL DEVELOPMENT PROGRAMME

Sl. No.	Name of Institution	Name of Course
<i>I</i> <i>Engineering Colleges</i>		
1	College of Engineering, Karunagappally	1. Repairing of Electronic Equipments 2. Computer Networking (<i>Wired & Wireless LAN Installation</i>) 3. Server Installation, Networking, Equipments & Software Installation Maintenance 4. Front Office Management 5. Data Entry Training 6. Laboratory Equipment Assembling & Maintenance.
2	College of Engineering, Adoor	1. Computer Networking 2. Front Office Management (<i>Office Automation, Internet & Data Entry</i>) 3. Electrical Repairing 4. Plumbing – repairing works
<i>II</i> <i>Model Polytechnic College</i>		
1	Model Polytechnic College, Vadakara	1. Maintenance of Medical/Laboratory Equipments 2. Repairing of Electronic Equipments 3. Computer Networking (<i>Wired & Wireless LAN Installation</i>) 4. Server Installation, Networking, Equipments & Software Installation Maintenance (<i>Exposure in Windows/Open software</i>) 5. Front Office Management (<i>Office Automation, Internet, Data Entry, Soft skill</i>) 6. Data Entry Training (<i>Data Entry, Equipment Operation, Installation Maintenance</i>)
2	Model Polytechnic College, Mala	1. Repairing of Electronic Equipments. 2. Front Office Management (<i>Office Automation, Internet, Data Entry, Soft skill</i>) 3. Data Entry Training (<i>Data Entry, Equipment Operation, Installation Maintenance</i>) 4. Laboratory Equipment Assembling & Maintenance.

3	Model Polytechnic College, Painavu	<ol style="list-style-type: none"> 1. Repairing of Electronics Equipments 2. Computer Networking (<i>Wired & Wireless LAN Installation</i>) 3. Server Installation, Networking, Equipments & Software Installation Maintenance (<i>Exposure in Windows/ Open software</i>) 4. Laboratory Equipment Assembling & Maintenance
III College of Applied Science		
1	College of Applied Science, Pattuvam	<ol style="list-style-type: none"> 1. Maintenance of Medical/Laboratory Equipments 2. Repairing of Electronic Equipments 3. Computer Networking (<i>Wired & Wireless LAN Installation</i>) 4. Server Installation, Networking, Equipments & Software Installation Maintenance (<i>Exposure in Windows / Open software</i>) 5. Front Office Management (<i>Office Automation, Internet, Data Entry, Soft skill</i>) 6. Data Entry Training (<i>Data Entry, Equipment Operation, Installation Maintenance</i>)
2	College of Applied Science, Cheemeni	<ol style="list-style-type: none"> 1. Repairing of Electronics Equipments 2. Computer Networking (<i>Wired & Wireless LAN Installation</i>) 3. Server Installation, Networking, Equipments & Software Installation Maintenance 4. Data Entry Training (<i>Data Entry, Equipment Operation, Installation Maintenance</i>)
3	College of Applied Science, Calicut	<ol style="list-style-type: none"> 1. Front Office Management (<i>Office automation, Internet, Data entry, Soft skill</i>) 2. Computer Networking (<i>Wired & Wireless LAN Installation</i>) 3. Maintenance of Medical/Laboratory Equipments 4. Laboratory Equipment Assembling & Maintenance
4	College of Applied Science, Malappuram	<ol style="list-style-type: none"> 1. Front Office Management (<i>Office automation, Internet, Data Entry, Soft Skill</i>) 2. Data Entry Training (<i>Data Entry, Equipment Operation, Installation Maintenance</i>)
5	College of Applied Science, Thodupuzha	<ol style="list-style-type: none"> 1. Repairing of Electronics Equipments 2. Computer Networking (<i>Wired & Wireless LAN Installation</i>) 3. Front Office Management (<i>Office automation, Internet, Data Entry, Soft Skill</i>) 4. Data Entry Training (<i>Data Entry, Equipment Operation, Installation Maintenance</i>)
6	College of Applied Science, Kattappana	<ol style="list-style-type: none"> 1. Computer Networking 2. Severe Installation, Networking, Equipments & Software 3. Data Entry Training
IV Technical Higher Secondary School		
1	Technical Higher Secondary School, Ayalur	<ol style="list-style-type: none"> 1. Computer Networking (<i>wired & wireless LAN Installation</i>) 2. Server Installation, Networking, Equipment & Software Installation, Maintenance (<i>Exposure in Windows / open software</i>) 3. Front Office Management (<i>Office automation, Internet, Data Entry, Soft Skill</i>) 4. Data Entry Training (<i>Data Entry, Equipment Operation, Installation Maintenance</i>)
2	Technical Higher Secondary School, Kaprassery	<ol style="list-style-type: none"> 1. Data Entry Training 2. Computer Networking
3	Technical Higher Secondary School, Mallappally	<ol style="list-style-type: none"> 1. Repairing of Electronics Equipments 2. Data Entry Training 3. Soft skill, Foreign Language English
4	Technical Higher Secondary School, Muttom	<ol style="list-style-type: none"> 1. Front Office Management 2. Data Entry Training 3. Domestic Equipments Maintenance 4. Soft skill, Foreign Language English

5	Technical Higher Secondary School, Perinthalmanna	<ol style="list-style-type: none"> 1. Computer Networking (<i>wired & wireless LAN Installation</i>) 2. Front Office Management (<i>Office automation, Internet, Data entry</i>) 3. Data Entry Training (<i>Data Entry, Equipment Operation, Installation Maintenance</i>) 4. Soft skill, Foreign Language English
V	<i>Extension Centre</i>	
1	Extension Centre of IHRD, Valanchery	<ol style="list-style-type: none"> 1 Front Office Management 2. Computer Networking (<i>wired & wireless LAN Installation</i>) 3. Data Entry Training 4. Server Installation, Networking, Equipment & Software Installation, Maintenance

The head of Institutions under IHRD shall obtain separate sanction and approval of the syllabus from this office for the conduct of courses other than those sanctioned above.

Sd/-
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DIRECTOR