

**Institute of Human Resources Development  
Prajoe Towers, Vazhuthacaud,  
Thiruvananthapuram-14**

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*Dated, 8<sup>th</sup> September 2010*

**CIRCULAR**

*Sub: - IHRD – Paper publication by the faculties in National/ International Conferences – Entering the details of paper publication in the Service Book of faculties – instructions – Reg:*  
*Ref:- Orders in file No.EA3/78/10/IHRD dtd 02.09.2010*

The Principal, College of Engineering, Chengannur has intimated that, the faculty members who have published papers in National/ International Conferences are frequently requesting to enter the details of paper published in their Service Book and the Principal has requested guidelines in this regard. The position has been examined and in order to have a uniformity for all Educational Institutions under IHRD, the following guidelines are issued.

- 1) The details of papers published by Principals and faculties in various National/ International Proceedings/ Publications/ Conferences etc... shall be entered into their Service Book after verifying the proper records by the head of institutions concerned.

- 2) The Head of Institution shall also ensure that, the Principals / faculties will have to obtain prior permission from the Director, IHRD/ Government as the case may be before presenting papers.

*Sd/-*  
*Prof. V. Subramony*  
**DIRECTOR**

**To**

All Heads of Associate Institutions under IHRD (to be circulated among all staff) (the receipt shall be acknowledged thro' e-mail)

*Copy to:-*

- 1) *Joint Director*
- 2) *Administrative Officer*
- 3) *Finance Officer*
- 4) *S.F*
- 5) *O.C*

*Approved for Issue*  
*Sd/-*  
**Junior Superintendent**

**R...08.09.2010**