

URGENT

No.EA4/16025/2011/HRD

Dated 26th December, 2011

From

The Chairman,
Committee for the Revision of Staff Pattern & Special Rules in IHRD
IHRD Head Quarters, Prajoe Towers,
Vazhuthacaud, Thiruvananthapuram-14.

To

All heads of institutions under IHRD.

Sir,

Sub:- IHRD – Committee for the Revision of Staff Pattern and Special Rules – Details called for – reg.

Ref:- G.O.(Rt) No.1931/11/H.Edn. dated 29/11/2011.

.....

Government have constituted a Committee for Revision of Staff Pattern and Special Rules of IHRD vide order cited above. The Committee is to submit its report within 3 months. I am therefore to instruct you to furnish the details as per the format enclosed as required by the Committee, in time. The details in the hard copy should send to the above address with soft copy to ihrd-SPR-committee@googlegroups.com on or before 10.01.2012 5 P.M.

Kindly treat it as most urgent.

Yours faithfully,

Sd/-
CHAIRMAN,
*Committee for the Revision of
Staff Pattern & Special Rules in IHRD*

Encl:- As stated above.

Approved for Issue,

Administrative Officer & Convenor

j/26/12/11

[to be furnished by all institutions]

APPENDIX – I

STATEMENT SHOWING THE DETAILS OF SANCTIONED POST
AND MEN IN POSITION AS ON 30-11-2011

Name of Institution :

Year of establishment :

Whether the institution has own land : Yes / No areaacre

Whether the institution has own building : Yes / No aream²

Whether in rented building : Yes / No area m²

Total no.of Books in the Library :

Total no.of Journals/Periodicals :

Does the institution require IHRD vehicle
for official purpose : Yes / No

Whether institution has IHRD vehicle : Yes / No
If yes, mention the details

Sl. No.	Particulars	Nos.	Year of Manufacture	Name of Vehicle
1	Working Condition			
2	Not working but repairable			
3	Irreparable			

Sl. No.	Name of Post	No. of Post			Remarks	
		Sanctioned		Filled by regular staff		Vacancy [3 – 4]
		F.T.	P.T.			
1	2	3		4	5	6

F.T : Full-time

P.T. : Part-time

- Note:- (1) The sequence (Sl. no. in the order) and No. of sanctioned post should in accordance with the P.O. No. EA-2/1685/2008/HRD Dated 10-5-2011.
- (2) The details of staff on working arrangement basis should be mentioned in the remarks column including name of staff.
- (3) The details of staff retained if any, who are under order of transfer should be mentioned in the remarks column including name of staff.
- (4) The details of staff engaged if any over and above the sanctioned post should be mentioned in the remarks column.

PRINCIPAL

[to be furnished by all C.A.S.]

Appendix : 2 (A)

**STATEMENT SHOWING THE DETAILS OF COURSES CONDUCTED
AND STRENGTH OF STUDENTS**

(* excluding extra numerical admission)

Name of College :Name of University :

A. U.G.Stream

Name of Courses Conducted:.....

Sl. No.	Course	NO. OF STUDENTS AS ON 30-11-2011*							
		Ist Year		IInd year		III year		TOTAL	
		Sanctioned intake	On roll	Sanctioned intake	On roll	Sanctioned intake	On roll	Sanctioned intake	On roll
1	B.Sc. Electronics								
2	B.Sc. Computer Science								
3	B.Com								
4	B.Sc. I.T.								
5	B.A.								
6	Others								
7									
8									
	TOTAL								

B. P.G.Stream

Name of Courses Conducted:.....

Sl. No.	Course	NO. OF STUDENTS AS ON 30-11-2011*							
		Ist Year		IInd year		III year		TOTAL	
		Sanctioned intake	On roll	Sanctioned intake	On roll	Sanctioned intake	On roll	Sanctioned intake	On roll
1	M.C.A.								
2	M.Sc. Electronics								
3	M.Sc. Computer Science								
4	Other								
5									
6									
7									
8									
	TOTAL								

* Extra numerical admission = Admission through fee waiver scheme, Lateral entry, Marginal increase etc.. should be excluded.

Date:.....

Signature of the Principal

[to be furnished by all C.A.S.]

Appendix : 2 (A - 1)

STATEMENT SHOWING THE DETAILS OF EXTRA NUMERICAL ADMISSION

Name of College :..... Name of University :.....

A. U.G.Stream:-

Name of Courses Conducted:.....

Sl. No.	Course	Only extra numerical admission as on 30-11-2011								Remarks
		Ist Year		IInd year		IIIrd year		TOTAL		
		Sanctio- ned	On roll	Sanctio- ned	On roll	Sanctio- ned	On roll	Sanctio- ned	On roll	
1	B.Sc. Electronics									
2	B.Sc. Computer Science									
3	B.Com									
4	B.Sc. I.T.									
5	B.A.									
6	Others									
7										
8										
	TOTAL									

B. P.G.Stream:-

Name of Courses Conducted:.....

Sl. No.	Course	Only extra numerical admission as on 30-11-2011								Remarks
		Ist Year		IInd year		III year		TOTAL		
		Sanctio- ned	On roll	Sanctio- ned	On roll	Sanctio- ned	On roll	Sanctio- ned	On roll	
1	M.C.A.									
2	M.Sc. Electronics									
3	M.Sc. Computer Science									
4	Other :									
5									
6									
7									
8									
	TOTAL									

* Extra numerical admission = Admission through fee waiver scheme, Lateral entry, Marginal increase etc..

Date:.....

Signature of the Principal

[to be furnished by all Polytechnics]

Appendix : 2 (B)

STATEMENT SHOWING THE DETAILS OF COURSES CONDUCTED AND STRENGTH OF STUDENTS (* excluding extra numeral admission)

Name of Polytechnic :

Name of Courses Conducted:

Sl. No.	Course	NO. OF STUDENTS AS ON 30-11-2011*							
		Ist Year		IInd year		III year		TOTAL	
		Sanctioned intake	On roll	Sanctioned intake	On roll	Sanctioned intake	On roll	Sanctioned intake	On roll
1	Applied Electronics								
2	Computer Hardware Maintenance								
3	Telecommunication Technology								
4	Medical Electronics								
5	Computer Engineering								
6	Others								
7									
8									
	TOTAL								

* Extra numerical admission = Admission through fee waiver scheme , Lateral entry, Marginal increase etc.. should be excluded.

Date:.....

Signature of the Principal

[to be furnished by all Polytechnics]
Appendix : 2 (B - 1)

STATEMENT SHOWING THE DETAILS OF EXTRA NUMERICAL ADMISSION

Name of Polytechnic

Name of Courses Conducted:.....

Sl. No.	Course	Only extra numerical admission as on 30-11-2011								Remarks
		Ist Year		IInd year		III year		TOTAL		
		Sancti- oned	On roll	Sancti- oned	On roll	Sancti- oned	On roll	Sancti- oned	On roll	
1	Applied Electronics									
2	Computer Hardware Maintenance									
3	Telecommunication Technology									
4	Medical Electronics									
5	Computer Engineering									
6	Others :									
7									
8									
	TOTAL									

* Extra numerical admission = Admission through fee waiver scheme, Lateral entry, Marginal increase etc..

Date:.....

Signature of the Principal

[to be furnished by all Engg. Colleges]

Appendix : 2 (C)

STATEMENT SHOWING THE DETAILS OF COURSES CONDUCTED AND STRENGTH OF STUDENTS

(* excluding extra numerical admission)

Name of College :

Name of University :

A. U.G.Stream:- Name of Courses Conducted:.....

Sl. No.	Course	NO. OF STUDENTS AS ON 30-11-2011*									
		Ist Year		IInd year		III year		IVth Year		TOTAL	
		Sanct- ioned intake	On roll	Sanct- ioned intake	On roll	Sanct- ioned in take	On roll	Sanct- ioned intake	On roll	Sanct- ioned intake	On roll
1	Electronics & Communication										
2	Computer Science & Engg.										
3	Electrical & Electronics										
4	Information Technology										
5	Mechanical Engg.										
6	Electronics & Bio-medical Engg.										
7	Others :										
8											
	TOTAL										

B. P.G.Stream:- Name of Courses Conducted:.....

Sl. No	Name of Course	NO. OF STUDENTS AS ON 30-11-2011*					
		Ist Year		IInd year		TOTAL	
		Sanctioned intake	On roll	Sanctioned intake	On roll	Sanctioned intake	On roll
1	VLSI Embedded system						
2	Signal Processing						
3	Image Processing						
4	Opto Electronics & Communication						
5	Other						
	TOTAL						

* Extra numerical admission = Admission through fee waiver scheme , Lateral entry, Marginal increase etc.. should be excluded

Date:.....

Signature of the Principal

[to be furnished by all Engg. Colleges]

Appendix : 2 (C - 1)

STATEMENT SHOWING THE DETAILS OF EXTRA NUMERICAL ADMISSION

Name of College : Name of University :

A. **U.G.Stream:-** Name of Courses Conducted:.....

Sl. No.	Course	Only extra numerical admission as on 30-11-2011										Remarks
		Ist Year		IInd year		III year		IVth Year		TOTAL		
		Sancti- oned	On roll	Sancti- oned	On roll	Sancti- oned	On roll	Sancti- oned	On roll	Sancti- oned	On roll	
1	Electronics & Communication											
2	Computer Science & Engg.											
3	Electrical & Electronics											
4	Information Technology											
5	Mechanical Engg.											
6	Electronics & Bio-medical Engg.											
7	Others :											
8												
	TOTAL											

B. **P.G.Stream:-** Name of Courses Conducted:.....

Sl. No	Name of Course	Only extra numerical admission as on 30-11-2011						Remarks
		Ist Year		IInd year		TOTAL		
		Sancti- ioned	On roll	Sancti- ioned	On roll	Sancti- ioned	On roll	
1	VLSI Embedded system							
2	Signal Processing							
3	Image Processing							
4	Opto Electronics & Communication							
5	Other :							
	TOTAL							

* Extra numerical admission = Admission through fee waiver scheme, Lateral entry, Marginal increase etc..

Date:.....

Signature of the Principal

[to be furnished by all Schools]

Appendix : 2 (D)

STATEMENT SHOWING THE DETAILS OF CLASSES CONDUCTED AND STRENGTH OF STUDENTS

Name of School :

A. Secondary Stream.

Sl. No	Particulars	VIII	IX	X	TOTAL
1	No. of Batches				
2	Sanctioned intake				
3	On roll as on 30-11-2011				

B. Higher Secondary Stream.

Sl. No	Particulars	I.S. Group		P.S.Group		TOTAL
		XI	XII	XI	XII	
1	No. of Batches					
2	Sanctioned intake					
3	On roll as on 30-11-2011					

Date:.....

Signature of the Principal

[to be furnished by all institutions]

Appendix : 3 (A)

STATEMENT SHOWING THE DETAILS OF IHRD COURSES CONDUCTED AND STRENGTH OF STUDENTS

Name of institution :

Name of Courses Conducted : During 2010-11

Sl. No.	Name of Course	July 2011 - Batch			TOTAL
		PGDCA	DET & OM	DCA	
1	No. of batches				
2	Sanctioned intake				
3	Students on roll				

Date:.....

Signature of the Princip

