

No. DB1/6118/2012/HRD

Dated: 14th June, 2012

From

The Director

To

1. College of Applied Science, Calicut
2. College of Applied Science, Mavelikkara
3. College of Applied Science, Adoor
4. College of Applied Science, Peerumedu
5. College of Applied Science, Mallappally
6. College of Applied Science, Pattuvam
7. College of Applied Science, Marayur
8. Model Polytechnic, Mala
9. Model Polytechnic, Vadakara
10. Model Polytechnic, Karunagappally
11. Technical Higher Secondary School, Puthuppally
12. Technical Higher Secondary School, Muttom
13. Technical Higher Secondary School, Perinthalmanna
14. Technical Higher Secondary School, Peermade
15. Technical Higher Secondary School, Cherthala
16. Technical Higher Secondary School, Aluva
17. Technical Higher Secondary School, Adoor
18. Technical Higher Secondary School, Perissery
19. Regional Centre of IHRD, Thiruvananthapuram
20. Extension Centre of IHRD, Tirur
21. Extension Centre of IHRD, Cherpu
22. Extension Centre of IHRD, Kundara
23. Extension Centre of IHRD, Valanchery
24. Extension Centre of IHRD, Rajakkad
25. Extension Centre of IHRD, Nedumkandam
26. Extension Centre of IHRD, Thiruvilwamala
27. Skill Development Centre, Dhanuvachapuram
28. Model Finishing School, Thiruvananthapuram

Sir,

Sub:- IHRD – Admission to fresh batch of PGDCA/DDTOA/DCA course –
July 2012 – reg.

Notification has been issued inviting admission to fresh batch of students for PGDCA/DDTOA/DCA Course during July 2012 under IHRD. The cost of application form is ₹50/-. Please sell the application form and prospectus as per the conditions in the prospectus.

The tentative schedule of admission for the PGDCA/DDTOA/DCA Regular course is furnished below:

1. Date of Admission Notification : 02/06/2012
2. Last date for sale of Application form and prospectus through cash counters. : 26/06/2012
3. Last date for the receipt of filled up applications in the respective Training Centres : 26/06/2012
4. Tentative date of interview and chance interview of the candidates for admission : 07/07/2012
5. Date of commencement of 1st semester classes in all institutions. : 11/07/2012

Further the following points may please be noted while conducting the admission.

- (1) If the number of students for the course conducted out of office hours is less than 10, the course should not be conducted. This condition is not applicable for day time course. While selling the application, the position should be intimated to the applicants.
- (2) Application shall be sold only after proper correction with regard to the change of price of application is recorded. The head of institution should forward the stock account of the application form for regular courses to this office for verification along with the statement of accounts. The details of sale proceeds forwarded to the Head Quarters should also be noted in the statement.

The Heads of Training Institutions are authorised to admit sufficient number of candidates in a batch (40 students) subject to availability of infrastructural facilities, faculty and supporting staff. You are required to forward the number of students admitted in each batch at that centre soon after the admission instead of the entire list of students. The details of number of candidates admitted, examination fee and sale proceeds may be forwarded to this office on or before 30/07/2012. The head of training centres are not allowed to admit students, more than the no. of seats mentioned in the prospectus. Prior sanction is to be obtained for admitting students than the sanctioned strength.

Yours Sincerely,
Sd/-
DIRECTOR

Approved for Issue
Sd/-
Head Clerk
Encl : As above.