

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJOE TOWERS, VAZHUTHACAUD
THIRUVANANTHAPURAM**

No. DB1/13629/2012/HRD

Dated: 21st January, 2013

CIRCULAR

Sub: - IHRD – Academic calendar for IHRD regular courses – Reg.

In order to streamline the academic activities of IHRD regular courses, it is decided to announce a tentative academic calendar for each semester period. This will help the students and teaching staff to prepare for the semester examinations properly. In the circumstances, the tentative schedule to be followed for the next semester period is furnished below.

I. TENTATIVE SCHEDULE FOR ACADEMIC ACTIVITIES FOR NEXT SEMESTER PERIOD

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|---|---|
| 1. Date of commencement of semester classes | : 09.01.2013 |
| 2. Publication of previous semester results | : 28.02.2013 |
| 3. Last date for applying by revaluation, recounting | : 15.03.2013 |
| 4. Receipt of application at IHRD for special sanction to register for June 2013, examinations | : 30.03.2013 |
| 5. Registration for Regular/Supplementary exam June 2013 | : 15.04.2013 |
| 6. Receipt of registration forms/candidates list at IHRD Hqrs | : 18.04.2013 |
| 7. End of semester classes (All theory/practical classes should complete on this date) | : 30.05.2013 |
| 8. Commencement of theory examinations | : 05.06.2013 |
| 9. Completion of practical examinations | : before 11.07.2013 |
| 10. Forwarding of exam materials from IHRD to exam centres (Question papers, answer books on request etc.) | : 01.06.2013 |
| 11. Forwarding of sessional marks to IHRD Hqrs
Corrected A-list & cancelled hall tickets | : 15.06.2013 |
| 12. Forwarding of answer scripts to IHRD | : within 3 working days
from the completion
of theory exams |
| 13. Commencement of second semester classes | : 01.07.2013 |
| 14. Forwarding of mark lists of practical exam, speed test score of DDTPM second semester students, attendance statement etc. from the exam centre to IHRD Hqrs | : 11.07.2013 |

- II. The tentative schedule given above is applicable for all IHRD courses including (PGDCA/DDTOA) and effective for all semesters.
- III. Head of institutions and teaching faculties shall follow the tentative schedule given above unless specified otherwise. This circular should be circulated among all teaching faculties of IHRD regular courses. Important dates relevant to students must be displayed in the notice board.
- IV. Teaching faculty should arrange extra classes/labs, if required, well in advance to complete portions as per the syllabus and as per the schedule. Loss of class work during the semester period due to local holidays/vacation etc should be compensated by arranging extra classes. Head of institutions may allow compensatory leave for such teachers who engage at least 3hrs. of class work on holidays.
- V. The details such as sessional marks/ practical marks etc. should be forwarded to IHRD strictly in the order of register number of candidates.
- VI. The classes for next semester /new admission should be commenced immediately after completion of theory examination during December 2012. The regular class work for second semester students may be suspended only on the date of practical examinations for the first semester.
- VII. No candidate shall be re-admitted to second semester of the programme without proper instruction from the Director. If the applicant has completed the first semester study in the old scheme and wish to continue the study in the new scheme, he/she will be re-admitted as per rules and regulations of the course.

Sd/-
Sayeed Rashid, IPoS
DIRECTOR

Approved for Issue

Head Clerk

To,

1. The Deputy Director, RC, Thiruvananthapuram
2. The Principal, College of Applied Science, Calicut
3. The Principal, College of Applied Science, Mavelikkara
4. The Principal, College of Applied Science, Adoor
5. The Principal, College of Applied Science, Peerumedu
6. The Principal, College of Applied Science, Vadakkencherry
7. The Principal, College of Applied Science, Mallappally
8. The Principal, College of Applied Science, Thodupuzha
9. The Principal, College of Applied Science, Pattuvam
10. The Principal, College of Applied Science, Marayur
11. The Principal, Model Polytechnic College, Mala
12. The Principal, Model Polytechnic College, Vadakara
13. The Principal, Model Polytechnic College, Kalliassery
14. The Principal, Model Polytechnic College, Karunagappally
15. The Principal, Technical Higher Secondary School, Puthuppally
16. The Principal, Technical Higher Secondary School, Adoor
17. The Principal, Technical Higher Secondary School, Perinthalmanna
18. The Principal, Technical Higher Secondary School, Thodupuzha
19. The Principal, Technical Higher Secondary School, Perissery
20. The Principal, Technical Higher Secondary School, Cherthala
21. The Principal, Technical Higher Secondary School, Peerumedu
22. The Officer-in-charge, Extension Centre of IHRD, Tirur
23. The Officer-in-charge, Extension Centre of IHRD, Cherpu
24. The Officer-in-charge, Extension Centre of IHRD, Kundara
25. The Officer-in-charge, Extension Centre of IHRD, Nedumkandam
26. The Officer-in-charge, Extension Centre of IHRD, Valanchery
27. The Officer-in-charge, Extension Centre of IHRD, Rajakkad
28. The Officer-in-charge, Study Centre of IHRD, Thiruvilluamala
29. CA to Director
30. S.F
31. OC