

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJO'E TOWERS, VAZHUTHACAUD,
THIRUVANANTHAPURAM - 14.**

PROCEEDINGS

IHRD – Introduction of Add-on Courses in Colleges of Applied science and Polytechnics under IHRD – Orders issued.

No. DA2/9754/13/IHRD

Dated, Thiruvananthapuram, 17th October, 2013

Read: 1. Minutes of the meeting of the committee constituted to review functioning of CAS held on 12.02.2013.

2. Minutes of the meeting of the committee for Add-on Courses held on 3.10.13.

ORDER

IHRD has had a good record in the past where many prestigious courses of specified topics were developed and conducted in various categories. These courses apart from being run in the regional centers and extension centres were also running successfully in the Colleges of Applied Science till 2005. Since the growth have become stagnant over the years and the existing courses has lost its demand due to emerging technologies and various other fields, it has become necessary to revamp and re-design the 'Part time course' system. In this connection it has been decided to introduce Add-on Courses in the Colleges of Applied Science and Model Polytechnic Colleges. Add-on Courses will be provided along with the U.G/P.G courses where the student has the advantage of completing a job oriented short term course/diploma, when he/she finishes the U.G/P.G program. The student does not lose valuable time and he/she can acquire additional skills along with the U.G/P.G programs. This also makes them readily employable by the time the degree program is over.

As per the decision taken in the meeting cited as read (1), a committee was constituted to prepare syllabus, rules and regulations for Add-on Courses in Colleges of Applied Science in IHRD. The Committee submitted its report dtd 26.08.13 and proposed a meeting to finalize the matter. In this connection, a meeting of the committee for Add-on Courses was convened on 8.10.2013 at IHRD Headquarters. Based upon the decisions taken in the meeting the following orders are issued.

- I. The Add-on Courses are extended to Model Polytechnic College under IHRD.
- II. The courses selected for 'Add on' shall also be conducted in IHRD Centres as regular courses. The fee structure for regular course and Add on Course will be different. Add on Courses will be provided to IHRD students in discounted rates. The selected courses are categorized into two viz. Category A Courses and Category B Courses.

Category A: Diploma courses and High-end courses. If necessary Government approval has to be obtained for the courses. Exam wing in Academic section of IHRD Headquarters will notify the admission and conduct examinations for these courses. For Category A courses, examinations will also be conducted through online facility.

Category B: Courses of short duration or certificate courses. Institutions will conduct admissions and exams for the courses, as per their choice, after availing sanction from the Director IHRD Headquarters will issue certificates to the students.

Category A

1. Diploma in Web technology and Network administration
2. Diploma in Hardware and Maintenance
3. Diploma in Web designing and Multimedia
4. Diploma in Retail Marketing
5. Diploma in Tourism and Hospitality Management
6. Diploma in Embedded systems

Category B

1. Certificate course in Asp. Net & VB. Net
2. Certificate courses in C, C++ (Awareness & Advanced)
3. Certificate course in Linux
4. Certificate course in Auto CAD
5. Certificate course in Communicative English teaching
6. Certificate course in Intensive English Program

III. The following committees of various streams are constituted to examine and modify the syllabi of courses which are submitted to the committees by the convenor of Committee for Add-on courses as per the criteria mentioned in this order.

Syllabus Committee for Electronics:

1. Convenor: Smt. Sumitha. A (Principal in charge, CAS, Vazhakkad)
2. Sri. Sreenivasan K.K (Lecturer in Electronics Engineering, CAS, Pattuvam)
3. Smt. Divya. K (Lecturer in Electronics, CAS, Koothuparamba)
4. Sri. Sathish Varghese (Senior Lecturer in Electronics, CAS, Mavelikkara)
5. Sri. Pradeep Mathew (Lecturer in Electronics, CAS, Mallappally)
6. Smt. Roopa Ramaswami (Senior Lecturer in Electronics, CAS, Payyappady)
7. Sri. Vinod V Rajendran (Senior Lecturer in Electronics, CAS, Adoor)

Resource Persons

1. Smt. Nisha Kuruvilla – Associate Professor, CE, Chengannur
2. Smt. Nalini. K.V – Head of Section, MPTC, Kalliassery

Syllabus Committee for Computer Science

1. Convenor: Sri. Venu.C Nair (Lecturer in Computer Application, CAS, Vattamkulam)
2. Sri. Mahesh. P (Lecturer in Computer Application, CAS, Calicut)
3. Sri. Begi Mathew (Lecturer in Computer Application, CAS, Vadakkencherry)
4. Sri. Hari. C.M (Principal in charge, THSS, Vattamkulam)
5. Smt. Jayagokila. P (Senior Lecturer in Computer Application, CAS, Dhanuvachapuram)
6. Sri. Sajeev Kumar. C (Principal in charge, THSS, Vazhakkad)

Resource Persons

1. Sri. Sajith. P – Principal, MPTC, Kalliassery
2. Sri. Sreerej. R – System Analyst, CE, Chengannur

Syllabus Committee for English

1. Convenor: Sri. Santosh Babu. K (Principal, CAS, Adoor)
2. Smt. Lakshmi .P.B.S (Principal, CAS, Kundara)
3. Sri. Gangesh. C (Principal in charge, CAS, Puthenvelikkara)
4. Smt. Sudha (Lecturer in English, CAS, Vadakkencherry)

Syllabus Committee for Commerce

1. Smt. Aysha (Principal, CAS, Pattuvam)

The Committee should examine and modify the draft syllabus (including the name of the course, if necessary) forwarded, with following criteria.

1. Feasible fee calculated with a minimum of 10 students + 25% revenue (after, all expenses including remuneration, electricity & other incidental expenses)
2. Course duration (hours and days)
3. Details of faculty required and rate of remuneration.
4. Evaluation Method for Diploma Courses – 40% weightage for internal
(can be descriptive)
60% weightage external (preferably on line)
Lab (internal)
5. Evaluation method for certificate courses – a) internal exam conducted by the institution concerned
b) grade should be mentioned
c) grading method should be detailed in syllabus
6. Minimum hardware/software/infrastructure required if any for conducting the course.
7. Additional training required for proposed faculty, if any and proposed expenditure.

8. STATEMENT OF INCOME & EXPENDITURE

Name of Course : Fee per student

No. of students (Minimum)	Fee per batch	Expenditure		Revenue
		Remuneration	Other Expenditure	

- IV. The Principal, CAS, Vadakkencherry, Convenor of the Committee for Add-on Courses will forward the syllabi of courses to the respective committees.
- V. The Convenor of Committees for syllabi shall call for a meeting of the committee if it is necessary. In such cases the members will be eligible TA/DA as per rules.
- VI. The Syllabus Committees should submit the finalized syllabi **on or before 06.11.2013** to the Convenor of the committee for Add-on Courses. The Convenor of syllabus committees should make it sure that the syllabi are submitted on or before the prescribed date.
- VII. The Committee for Add-on Course should submit the finalized version of syllabi to the Director in the meeting which is scheduled on the third week of November.
- VIII. After the syllabi are finalized and approved by the Director, orientation programs will be conducted for the faculties to introduce the courses.

Sd/-
Dr. P.S. Sreejith
DIRECTOR

To

- 1) The Principals, Colleges of Applied Science under IHRD
- 2) The Principals, Model Polytechnic Colleges under IHRD
- 3) The members of Committee for syllabi (through the Heads of the Institution).
- 4) AD (A & P)
- 5) AD (CAS)
- 6) AD(EC)
- 7) Administrative officer
- 8) Finance officer 9) CA I 10) S.F/O.C