

No. DB1/405/2013/HRD (4)

Dated: 25th January, 2013

From

The Director

To

1. Model Polytechnic, Vadakara
2. Model Polytechnic, Mala
3. Model Polytechnic, Karunagappally
4. E.K. Nayanar Memorial Model Polytechnic, Kalliassery
5. College of Applied Science, Pattuvam
6. College of Applied Science, Payyannur
7. College of Applied Science, Peerumade
8. College of Applied Science, Nattika
9. College of Applied Science, Nadapuram
10. College of Applied Science, Harippad
11. College of Applied Science, Adoor
12. College of Applied Science, Mavelikkara
13. College of Applied Science, Calicut
14. College of Applied Science, Mananthavady
15. College of Applied Science, Chelakkara
16. College of Applied Science, Puthuppally
17. Model Technical Higher Secondary School, Kaloor
18. Technical Higher Secondary School, Perinthalmanna
19. Technical Higher Secondary School, Varadium
20. Technical Higher Secondary School, Cherthala
21. Technical Higher Secondary School, Muttada
22. Technical Higher Secondary School, Muttom
23. Technical Higher Secondary School, Aluva
24. Technical Higher Secondary School, Puthuppally
25. Model Technical Higher Secondary School, Kaprassery
26. Regional Centre of IHRD, Thiruvananthapuram
27. Regional Centre of IHRD, Edappally, Ernakulam
28. Extension Centre of IHRD, Tirur
29. Extension Centre of IHRD, Cherpu
30. Extension Centre of IHRD, Kundara
31. Extension Centre of IHRD, Valanchery
32. Model Finishing School, Thiruvananthapuram
33. Skill Development Centre, Kadappakkada
34. Study Centre, Rajakkad
35. Study Centre, Nedumkandam

Sir,

Sub:- IHRD - Admission to fresh batch of DCA course - March 2013 - reg.

Notification has been issued inviting admission to fresh batch of students for DCA Course during March 2013 under IHRD. 3 copies of this office press release and 50 Nos. of prospectus on the above subject are enclosed. 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 DCA Regular course is furnished below:

1. Date of Admission Notification : 04.02.2013
2. Last date for sale of Application form and prospectus through cash counters. : 20.3.2013
3. Last date for the receipt of filled up applications in the respective Training Centres : 20.3.2013
4. Tentative date of interview and chance interview of the candidates for admission : 27.3.2013
5. Date of commencement of classes in all institutions. : 03.04.2013

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 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 30.4.2013. 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 more than the sanctioned strength.

**Yours faithfully,
Sd/-
DIRECTOR**

Approved for Issue

**Sd/-
Head Clerk**

Encl : As above.