

**Institute of Human Resources Development
Prajo Towers, Vazhuthacaud,
Thiruvananthapuram-14**

No.EA3/137/2014/IHRD

Dated, 10/10/2014

CIRCULAR

Sub:- *IHRD –Preparation of stream wise status report-data collection format-forwarding – Reg:*

Ref:- *1) This office letter of even no. dated 13-3-2014
2) This office proceedings of even no. dated 15-3-2014*

Please refer to the above I am forward herewith a format for data collection in connection with preparation of stream wise status report. All Head Office Institution are instructed to submit the data in the prescribed format (.xls/.xlsx format) itself, without changing the format, before 31-10-2014 strictly. The soft copy in .xls/.xlsx format should be send to “adcas @ ihrd.ac.in” and hard copy in A4 size paper duly authenticated by the Head of Institution to “The Principal, Model Engineering College , Thrikkakkara .P.O, Ernakulam – 682021” . The Head of Institutions, are further instructed to fill up all relevant fields and to mark ‘Not applicable (NA)’ if any of the fields are irrelevant for an institution. The Head of Institution should ensure that the data has been submitted before 31.10.2014 without fail.

*Sd/-
Dr.J.Letha
DIRECTOR*

To

- 1) *All Head of Institutions*
- 2) *SF*
- 3) *O.C*

Approved for Issue

Sd/-

Office Superintendent