



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

No.EA4/9381/2014/HRD

Dated, 30.09.2014

CIRCULAR

IHRD – Safe custody of certificates- of students – instructions - issued.

Read:- Enquiry report dated 16.9.2014 of Shri. Ajitha kumar. R, S , Principal, College of Applied Science, Kaduthuruthy

An instance of a complaint regarding missing of THSLC Book of a student was reported at Technical Higher Secondary School, Mallappally. On the basis of the report of Shri. Ajitha Kumar.R.S, Principal, College of Applied Science, Kaduthuruthy who has been appointed as an enquiry officer to conduct a detailed enquiry on the missing of THSLC certificates of Shri. Harikrishnan. R.M, former student of Technical Higher Secondary School, Mallappally, the following instructions are issued for strict compliance.

- 1) The qualifying certificates of student should be kept in the custody of the clerical staff handling academic section.
- 2) The register for issue and receipt of qualifying certificates should be properly maintained with more number of columns to acknowledge the receipt of certificates by the students and also to acknowledge the returning of the certificates with initials / signature of the section clerk, to be countersigned by the Principal. The proper maintenance of the qualifying certificates shall be the sole responsibility of the section clerk on regular basis.
- 3) The section clerks shall take utmost care in locking the almirah under their custody and the habit of opening them without their physical presence should be dispensed with.

- 4) If any situation arrives to open the almirah in the absence of the section clerk, the principal may open and lock it himself or have it done by others only in his physical presence. However, the qualifying certificates shall be issued to the students only through the section clerk.
- 5) Any incident of the clerical staff leaving the almirah unlocked, leaving the key in the institution as they go home, or leaving the key with the LGS should be viewed seriously and stringent action should be taken after hearing their part.
- 6) On issues affecting the reputation of the institution involving the student parents or the public, the institution should unitedly face it with mutual trust and cooperation.

The above instructions should be strictly followed.

Sd/-
Dr.J.Letha
DIRECTOR

To

All Head of the Institutions under IHRD

Copy To

1. S.F
2. O.C

Approved for issue

Sd/-
Office Superintendent