

No. DB1/12400/2014/IHRD (2)

Dated: 4<sup>th</sup> October, 2014

From

The Director

To

The head of institutions conducting regular courses  
(PGDCA/PGDAE/DCA/ DDTOA/CCLISc).

Sir,

*Sub: - IHRD – Semester Examinations Regular/Supplementary – PGDCA, PGDAE, DDTOA, CCLISc & DCA – December 2014 – conducting of – reg.*

*Ref: - This office exam notification dtd 04.10.2014.*

Please refer to this office notification cited. It is proposed to conduct the PGDCA I/II Semester Regular/Supplementary, DDTOA I/II Semester Regular/Supplementary, DCA Regular/Supplementary, PGDAE I Semester and CCLISc Regular/ Supplementary Examinations during December 2014. Notification can be had from the IHRD website. A copy of the notification may be displayed on the notice board for information of the students. Further, copy of the notification should also be circulated among the faculty and supporting staff of your institution with direction to intimate the concerned students regarding the date and time of the examination. Examination schedule is furnished below.

#### **SCHEDULE OF EXAMINATION**

Date of publication of notification	: 04.10.2014
Last date for receipt of application for registration from the candidates in the respective examination centres	: 25.10.2014
Date of closure of semester course	: 29.11.2014
Receipt of application for special sanction for registering for the examination at IHRD HQ, Thiruvananthapuram	: 21.10.2014
Receipt of consolidated list of candidates along with their application and other documents such as list of Candidates, etc. in the IHRD HQ, Thiruvananthapuram	: 28.10.2014
Receipt of sessional marks and attendance details of Candidates registered for the examination in the IHRD, Thiruvananthapuram, from the examination centres	: Along with answer script bundles <u>in separate cover</u> .
Forwarding of examination materials such as question Papers and hall tickets to the examination centres	: 29.11.2014
Commencement of theory examination	: 08.12.2014
End of theory examination	: 17.12.2014
Date of completion of practical examination for respective course	: Before 03.01.2015
Submission of Practical examination marks to IHRD Head Quarters	: Before 13.01.2015

The list of candidates registered for examination along with the details of remittance of examination fee should be forwarded to IHRD, Thiruvananthapuram along with application for registration and 'A' list. The examination fee in respect of the supplementary candidates with separate 'A' list may also be forwarded along with the list of regular candidates. The details of examination fee remitted to IHRD in respect of regular as well as supplementary candidates registered for the examination should be furnished separately. In the absence of complete details, Hall Ticket will not be issued for the examination centre for which the Head of Institution will be personally responsible. Candidates who are availing additional stipulated time should submit application on or before 21.10.2014. Application for special sanction received after 21.10.2014 at this office will not be considered under any circumstances and they will not be permitted to write the December 2014 examination.

As per the rules and regulations for the above examination, minimum attendance required to register for the examination has been mentioned in the prospectus. The Head of institutions can grant condonation of shortage of attendance as per the relevant rules in the prospectus for collecting condonation fee. The students should be informed of the above position.

The date of completion of the course for reckoning the attendance in respect of II Semester PGDCA course is 29.11.2014. The application of the candidates who have not secured the minimum percentage of attendance even after allowing condonation should not be forwarded to this office.

The head of institution will be the Chief Superintendent of the examination in the respective centres. The Chief Superintendents are authorized to conduct both theory and practical examinations as per the time schedule and as per the examination manual issued. They may engage internal as well as external examiners from the nearest IHRD institution to conduct practical examinations. If necessary, faculty members from outside IHRD may also be engaged wherever necessary. The heads of Institutions are also authorized to pay remuneration to the internal as well as external examiners as per the existing rules. The Chief Superintendent should collect the mark list for the practical examinations and forward to this office as per the time schedule.

The Chief Superintendent should ensure that sufficient stock of Exam Answer books, is available in that centre, and if any shortage/deficiency is noticed, it should be intimated before 15.11.2014.

The application for registration received by the Chief Superintendents should be verified with reference to the relevant records and ensure its correctness and then prepare the 'A' list. The correctness of the entries in the application and 'A' list with reference to the admission register should be ensured by the Chief Superintendent before forwarding the same to this office. The Chief Superintendent should furnish a certificate to this effect in the covering letter while forwarding the 'A' list and registration form to this office. Variation in the entries, if any, noticed later will be viewed very seriously. Corrections in the name and date of birth informed after issuing the marklist/certificate shall be made only after collecting the fine for the same.

The Hall Tickets for candidates will be prepared and forwarded to the examination centres as per the schedule noted above.

**Yours faithfully**  
**Sd/-**  
**DIRECTOR (i/c)**

**Approved for Issue**  
**Sd/-**  
**Superintendent**