



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

DA1/2948/2014/IHRD

Dated: 18th June, 2014

CIRCULAR

*Sub: - IHRD- Admission for various courses under IHRD institutions –
guidelines to institutions regarding admission and connected matters–
circular issued- reg: -*

Admission in various institutions under IHRD is currently underway for the academic year 2014-15. It has been noticed that the number of vacant seats in various IHRD institutions has been increasing that of the past few years, which has become a great threat to the financial stability of IHRD. Collective efforts are needed to augment the admission in the institutions under IHRD. It is also desirable to maintain a uniform institutional identity (brand identity) among the institutions managed by IHRD.

In the above circumstances, the following guidelines are issued to the heads of all institutions under IHRD regarding admission and connected matters, for strict adherence.

1. The Head of the institution and staff are requested to evolve and implement suitable advertisement campaigns for admissions in the institution and to take all possible steps to attract more students to IHRD institutions.
2. The Head of institution should take steps to remit the sales proceeds to the IHRD Head quarters immediately after the closure of admission.
3. Rank list of the students should be forwarded to the Director before the date of interview/admission through e-mail from the concerned IHRD institution. The list of students admitted also should be forwarded to the Director through e-mail. Undue favours of any kind or corruption of any rate done by

any quarters regarding admission procedures, if noticed, should be reported to the Director immediately and necessary legal action as per the rules should be taken by the head of the institution without any delay. Negligence from the part of the Head of the institution regarding the same will be viewed seriously.

4. All institutions should inform the vacancy position of seats immediately after the closure of admission. The details should include actual intake, marginal increase of seats if any, number of students admitted and number of vacant seats. No further communication will be sent from HQ hitherto.
5. All details regarding pass-percentage of students in the institutions should be informed to this office immediately after the announcement of results. Details should include total seats, no. of students admitted, no. of students appeared for exam, no. of students passed (with class/rank details, if any) and pass-percentage. No separate communication requesting for the details regarding vacancy position and pass-percentage will be issued from this office. Hence, the head of the institution should consider these items as mandatory.
6. IHRD has stipulated specifications regarding color shade and material for the uniform of IHRD students. It has been noticed that students are wearing uniforms of varying shades and types of cloths. Hence the head of institutions are instructed to ensure that the students are wearing uniforms as stipulated by IHRD. If the cloth material for uniforms are made available or supplied by any agency within the premises of the campus, the Head of Institution should seek and keep the necessary details of the agency before permitting the agency for the supply of cloth materials. Details such as name and address of the supplying agency/firm, name and details of the person engaged for the purpose of sales, details of sales including total amount of sale should be recorded and kept in the custody of the head of institution.

7. Institutions under IHRD are issuing ID cards for students separately and hence there is no uniformity in the model of identity cards issued to the students. Hence, in order to have similarity in the ID cards issued by IHRD institutions, a format of ID card will be published in the IHRD website soon, which can be used as a model for preparing ID cards of students in all IHRD institutions.
8. It has been noted that some institutions are displaying the institution's name in College buses and advertisements, without mentioning the name of IHRD. In order to keep a brand identity of IHRD, all institution heads are instructed to display the name of the institution with "Managed by IHRD- A Government of Kerala Undertaking" in College buses and in all advertisements (including advertisement of tenders) published by the institution.

Yours Sincerely
Sd/-
DIRECTOR

To

- 1) The heads of all institutions under IHRD
- 2) Additional Directors
- 3) A.O 4) F.O
- 4) The heads of all sections in IHRD HQ
- 5) S.F / O.C