

**No. DB1/7210/2014/IHRD (6)**

**Dated: 12<sup>th</sup> June, 2014**

From

The Director

To

1. Model Polytechnic College, Kalliassery
2. College of Applied Science, Pattuvam
3. College of Applied Science, Koothuparamba
4. College of Applied Science, Cheemeni
5. College of Applied Science, Adoor
6. College of Applied Science, Vazhakkad
7. College of Applied Science, Iritty
8. College of Applied Science, Thiruvambadi
9. College of Applied Science, Haripad
10. College of Applied Science, Nattika
11. Model Finishing School, Kaloor

**Sir,**

***Sub: - IHRD – Admission to fresh batch of CCLISc course – July 2014 – reg.***

Notification has been issued inviting admission to fresh batch of students for CCLISc Course during July 2014 under IHRD. Notification and prospectus are available in the website. 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 CCLISc Regular course is furnished below:

- |    |  |                           |
|----|--|---------------------------|
| 1  | Date of Admission Notification   | : 7/06/2014               |
| 2. | Last date for sale of Application form and prospectus through cash counters.           | : 25/06/2014              |
| 3. | Last date for the receipt of filled up applications in the respective Training Centres | : 25/06/2014              |
| 4. | Tentative date of interview and chance interview of the candidates for admission       | : 28/06/2014 & 30/06/2014 |
| 5. | Date of commencement of 1 <sup>st</sup> semester classes in all institutions.          | : 2/07/2014               |

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 is 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 authorized 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 details of 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 31.07.2014. The head of training centers 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 than the sanctioned strength.

*Yours faithfully,*  
*Sd/-*  
*DIRECTOR*

*Approved for Issue*

*Superintendent*