

No. DB1/15727/2015/IHRD (1)

Dated: 17.12.2015

From
The Director

To
The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of ADSM Course – January, 2016 – reg: -

Notification has been issued inviting application for admission to fresh batch of students for ADSM Course during January, 2016. Notification and prospectus are available in the IHRD website. The cost of application form is Rs.50/-. Kindly sell the application form and prospectus as per the conditions in the prospectus. The tentative Schedule of admission for ADSM Regular course is as furnished below.

1. Date of Admission Notification : 09.12.2015
2. Last date for sale of application form and prospectus through cash counters : 30.12.2015
3. Last date for the receipt of filled up applications in the respective training centers : 30.12.2015
4. Tentative date of interview and chance interview of the candidate for admission : 01.01.2016 & 02.01.2016
5. Date of commencement of 1st semester classes in all institutions : 04.01.2016

Further the following instructions may be scrupulously followed while conducting the admission.

1. If the no. of students for the regular course is less than 10, the course should not be conducted and for out of office hours if the no. of students is less than 10, the course should not be conducted. While selling the application, the above position should be intimated to the applicants. In such case, the registration fee remitted should be refunded to the candidates, who report for interview.

2. In case of Regional Centres, Model Finishing Schools, Extension Centres and Study Centres even if the no. of applicants is less than the minimum no. specified, the course can be commenced on condition that no additional faculty is required to conduct the course. In such cases, the Head of the training centre may obtain a special sanction after submitting the details of anticipated income and expenditure of the above course.
3. The head of institutions 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 should also be noted in the statement.

The heads of training institution are authorized to admit sufficient no. of candidates in a batch (minimum 10 and maximum 20). You are required to forward the details of the no. of students admitted in each batch at the centre after admission along with details of anticipated expenditure for the whole course (6 months). The details of no. of students admitted, examination fee collected and sales proceeds should reach this office on or before 31.01.2016. The head of training centres are not allowed to admit students, less than 10 or more than 20. Prior sanction is to be obtained for admitting students less than or more than the no. specified.

Yours Faithfully
Sd/-
Dr. K. Vijayakumar
DIRECTOR (i/c)

Approved for issue

Superintendent

No. DB1/15728/2015/IHRD (1)

Dated: 17.12.2015

From
The Director

To
The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of PGDCA Course – January, 2016 – reg: -

Notification has been issued inviting application for admission to fresh batch of students for PGDCA Course during January, 2016. Notification and prospectus are available in the IHRD website. The cost of application form is Rs.50/-. Kindly sell the application form and prospectus as per the conditions in the prospectus. The tentative Schedule of admission for PGDCA Regular course is as furnished below.

1. Date of Admission Notification : 09.12.2015
2. Last date for sale of application form and prospectus through cash counters : 30.12.2015
3. Last date for the receipt of filled up applications in the respective training centers : 30.12.2015
4. Tentative date of interview and chance interview of the candidate for admission : 01.01.2016 & 02.01.2016
5. Date of commencement of 1st semester classes in all institutions : 04.01.2016

Further the following instructions may be scrupulously followed while conducting the admission.

1. If the no. of students for the regular course is less than 15, the course should not be conducted and for out of office hours if the no. of students is less than 10, the course should not be conducted. While selling the application, the above position should be intimated to the applicants. In such case, the registration fee remitted should be refunded to the candidates, who report for interview.

2. In case of Regional Centres, Model Finishing Schools, Extension Centres and Study Centres even if the no. of applicants is less than the minimum no. specified, the course can be commenced on condition that no additional faculty is required to conduct the course. In such cases, the Head of the training centre may obtain a special sanction after submitting the details of anticipated income and expenditure.
3. The head of institutions 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 should also be noted in the statement.

The heads of training institution are authorized to admit sufficient no. of candidates in a batch (minimum 15 and maximum 40). You are required to forward the details of the no. of students admitted in each batch at the centre after admission along with details of anticipated expenditure for the whole course (6 months). The details of no. of students admitted, examination fee collected and sales proceeds should reach this office on or before 31.01.2016. The head of training centres are not allowed to admit students, less than 15 or more than 40. Prior sanction is to be obtained for admitting students less than or more than the no. specified.

Yours Faithfully
Sd/-
Dr. K. Vijayakumar
DIRECTOR (i/c)

Approved for issue

Superintendent

No. DB1/15729/2015/IHRD (1)

Dated: 17.12.2015

From
The Director

To
The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of DCA Course – January, 2016 – reg: -

Notification has been issued inviting application for admission to fresh batch of students for DCA Course during January, 2016. Notification and prospectus are available in the IHRD website. The cost of application form is Rs.50/-. Kindly sell the application form and prospectus as per the conditions in the prospectus. The tentative Schedule of admission for DCA Regular course is as furnished below.

1. Date of Admission Notification : 09.12.2015
2. Last date for sale of application form and prospectus through cash counters : 30.12.2015
3. Last date for the receipt of filled up applications in the respective training centers : 30.12.2015
4. Tentative date of interview and chance interview of the candidate for admission : 01.01.2016 & 02.01.2016
5. Date of commencement of 1st semester classes in all institutions : 04.01.2016

Further the following instructions may be scrupulously followed while conducting the admission.

1. If the no. of students for the regular course is less than 15 the course should not be conducted and for out of office hours if the no. of students is less than 10, the course should not be conducted. While selling the application, the above position should be intimated to the applicants. In such case, the registration fee remitted should be refunded to the candidates, who report for interview.

2. In case of Regional Centres, Model Finishing Schools, Extension Centres and Study Centres even if the no. of applicants is less than the minimum no. specified, the course can be commenced on condition that no additional faculty is required to conduct the course. In such cases, the Head of the training centre may obtain a special sanction after submitting the details of anticipated income and expenditure.
3. The head of institutions 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 should also be noted in the statement.

The heads of training institution are authorized to admit sufficient no. of candidates in a batch (minimum 15 and maximum 40). You are required to forward the details of the no. of students admitted in each batch at the centre after admission along with details of anticipated expenditure for the whole course (6 months). The details of no. of students admitted, examination fee collected and sales proceeds should reach this office on or before 31.01.2016. The head of training centres are not allowed to admit students, less than 15 or more than 40. Prior sanction is to be obtained for admitting students less than or more than the no. specified.

Yours Faithfully
Sd/-
Dr.K. Vijayakumar
DIRECTOR(i/c)

Approved for issue

Superintendent

No. DB1/15730/2015/IHRD (1)

Dated: 17.12.2015

From
The Director

To
The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of DDTOA Course – January, 2016 – reg: -

Notification has been issued inviting application for admission to fresh batch of students for DDTOA Course during January, 2016. Notification and prospectus are available in the IHRD website. The cost of application form is Rs.50/-. Kindly sell the application form and prospectus as per the conditions in the prospectus. The tentative Schedule of admission for DDTOA Regular course is as furnished below.

1. Date of Admission Notification : 09.12.2015
2. Last date for sale of application form and prospectus through cash counters : 30.12.2015
3. Last date for the receipt of filled up applications in the respective training centers : 30.12.2015
4. Tentative date of interview and chance interview of the candidate for admission : 01.01.2016 & 02.01.2016
5. Date of commencement of 1st semester classes in all institutions : 04.01.2016

Further the following instructions may be scrupulously followed while conducting the admission.

1. If the no. of students for the regular course is less than 15, the course should not be conducted and for out of office hours if the no. of students is less than 10, the course should not be conducted. While selling the application, the above position should be intimated to the applicants. In such case, the registration fee remitted should be refunded to the candidates, who report for interview.

2. In case of Regional Centres, Model Finishing Schools, Extension Centres and Study Centres even if the no. of applicants is less than the minimum no. specified, the course can be commenced on condition that no additional faculty is required to conduct the course. In such cases, the Head of the training centre may obtain a special sanction after submitting the details of anticipated income and expenditure.
3. The head of institutions 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 should also be noted in the statement.

The heads of training institution are authorized to admit sufficient no. of candidates in a batch (minimum 15 and maximum 40). You are required to forward the details of the no. of students admitted in each batch at the centre after admission along with details of anticipated expenditure for the whole course (6 months). The details of no. of students admitted, examination fee collected and sales proceeds should reach this office on or before 31.01.2016. The head of training centres are not allowed to admit students, less than 15 or more than 40. Prior sanction is to be obtained for admitting students less than or more than the no. specified.

Yours Faithfully
Sd/-
Dr. K. Vijayakumar
DIRECTOR (i/c)

Approved for issue

Superintendent

No. DB1/15731/2015/IHRD (1)

Dated: 17.12.2015

From
The Director

To
The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of CCLISc Course – January, 2016 – reg: -

Notification has been issued inviting application for admission to fresh batch of students for CCLISc Course during January, 2016. Notification and prospectus are available in the IHRD website. The cost of application form is Rs.50/-. Kindly sell the application form and prospectus as per the conditions in the prospectus. The tentative Schedule of admission for CCLISc Regular course is as furnished below.

1. Date of Admission Notification : 09.12.2015
2. Last date for sale of application form and prospectus through cash counters : 30.12.2015
3. Last date for the receipt of filled up applications in the respective training centers : 30.12.2015
4. Tentative date of interview and chance interview of the candidate for admission : 01.01.2016 & 02.01.2016
5. Date of commencement of 1st semester classes in all institutions : 04.01.2016

Further the following instructions may be scrupulously followed while conducting the admission.

1. If the no. of students for the regular course is less than 15, the course should not be conducted and for out of office hours if the no. of students is less than 10, the course should not be conducted. While selling the application, the above position should be intimated to the applicants. In such case, the registration fee remitted should be refunded to the candidates, who report for interview.

2. In case of Regional Centres, Model Finishing Schools, Extension Centres and Study Centres even if the no. of applicants is less than the minimum no. specified, the course can be commenced on condition that no additional faculty is required to conduct the course. In such cases, the Head of the training centre may obtain a special sanction after submitting the details of anticipated income and expenditure of the above course.
3. The head of institutions 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 should also be noted in the statement.

The heads of training institution are authorized to admit sufficient no. of candidates in a batch (minimum 15 and maximum 40). You are required to forward the details of the no. of students admitted in each batch at the centre after admission along with details of anticipated expenditure for the whole course (6 months). The details of no. of students admitted, examination fee collected and sales proceeds should reach this office on or before 31.01.2016. The head of training centres are not allowed to admit students, less than 15 or more than 40. Prior sanction is to be obtained for admitting students less than or more than the no. specified.

Yours Faithfully
Sd/-
Dr. K. Vijayakumar
DIRECTOR (i/c)

Approved for issue

Superintendent