

Institute of Human Resources Development

(Established by Government of Kerala)

Prajo'e Towers, Vazhuthacaud P O, Thiruvananthapuram- 695 014. Kerala.

Ph: +91 471 2322985, +91 471 2322501 Fax: +91 471 2322035

web: www.ihrd.ac.in. mail: director@ihrd.ac.in



No. DB1/18466/2016/IHRD (1)

Dated :05.12.2016

From

The Director

To

The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of PGDCA Course – January, 2017 – 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. Kindly issue the application forms 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 | : 01.12.2016 |
| 2. Last date for issue of application form and prospectus through centres | : 22.12.2016 |
| 3. Last date for the receipt of filled up applications in the respective training centers | : 22.12.2016 |
| 4. Tentative date of interview and chance interview of the candidate for admission | : 03.01.2017 |
| 5. Date of commencement of 1 st semester classes in all institutions | : 04.01.2017 |

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 receiving 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.

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

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 registration fee collected during submission of application forms along with the statement of accounts & course registration form.

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 duration of course. The details of no. of students admitted, and registration fee collected etc..should reach this office on or before 31.01.2017. 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


FOR DIRECTOR

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No. DB1/18464/2016/IHRD (1)

Dated: 05.12.2016

From

The Director

To

The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of DCA Course – January, 2017 – reg: -

Notification has been issued inviting application for admission to fresh batch of students for DCA Course during January, 2017. Notification and prospectus are available in the IHRD website. Kindly issue the application forms 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 | :01.12.2016 |
| 2. Last date for issue of application form and prospectus through centres | : 22.12.2016 |
| 3. Last date for the receipt of filled up applications in the respective training centers | : 22.12.2016 |
| 4. Tentative date of interview and chance interview of the candidate for admission | : 03.01.2017 |
| 5. Date of commencement of 1 st semester classes in all institutions | : 04.01.2017 |

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 receiving 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.

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

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.
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Yours Faithfully


FOR DIRECTOR

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No. DB1/18465/2016/IHRD (1)

Dated: 05.12.2016

From

The Director

To

The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of DDTOA Course – January, 2017 – reg: -

Notification has been issued inviting application for admission to fresh batch of students for DDTOA Course during January, 2017. Notification and prospectus are available in the IHRD website. Kindly issue the application forms 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 | : 01.12.2016 |
| 2. Last date for issue of application form and prospectus through centres | : 22.12.2016 |
| 3. Last date for the receipt of filled up applications in the respective training centers | : 22.12.2016 |
| 4. Tentative date of interview and chance interview of the candidate for admission | : 03.01.2017 |
| 5. Date of commencement of 1 st semester classes in all institutions | : 04.01.2017 |

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 receiving 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.

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

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.
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Yours Faithfully


FOR DIRECTOR

S. 02.12.2016

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No. DB1/18463/2016/IHRD (1)

Dated: 05.12.2016

From

The Director

To

The concerned Head of Institutions.

Sir/Madam,

Sub: - IHRD – Admission to fresh batch of CCLISc Course – January, 2017– 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. Kindly issue the application forms 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 | :01.12.2016 |
| 2. Last date for issue of application form and prospectus through centres | : 22.12.2016 |
| 3. Last date for the receipt of filled up applications in the respective training centers | : 22.12.2016 |
| 4. Tentative date of interview and chance interview of the candidate for admission | : 03.01.2017 |
| 5. Date of commencement of 1 st semester classes in all institutions | : 04.01.2017 |

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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 duration of course. The details of no. of students admitted, and registration fee collected etc..should reach this office on or before 31.01.2017. 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.

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