Institute of Human Resources Development
(Established by Government of Kerala)
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// CONFIDENTIAL//

No. DB1/16346/2016/HRD (2)   **Dated : 24-10-2016**

From
    The Director
To
    All Heads of institutions
    (Conducting IHRD courses)
Sir,

Sub: - IHRD – Semester Examination – Regular /Supplementary – PGDCA/
DCA/DDT&OA/CCLISc – December 2016- conducting of – reg.
Ref: - This office exam notification of even no. dtd.

Please refer to this office notification cited. It is proposed to conduct Semester Examinations for PGDCA I/II Semester Regular/Supplementary, DCA Regular/Supplementary, DDTOA I/II Semester Regular/Supplementary & CCLISc Regular/Supplementary examinations to be conducted during December 2016. A Copy of the exam notification is published in the IHRD website *www.ihrd.ac.in.* The examination schedule is furnished below.

SCHEDULE OF EXAMINATION

No.	Particulars	Date
1	Date of publication of Exam. notification	24-10-2016
2	Date of closure of semester course	30-11-2016
3	Receipt of application for special sanction for registering for the examination at IHRD Headquarters	31-10-2016
4	Last date for receipt of application for registration from the candidates in the respective examination centres	11-11-2016
5	Receipt of consolidated list of candidates along with their application and other documents such as list of Candidates, fee etc. in the IHRD Headquarters	14-11-2016
6	Forwarding of examination materials such as question Papers and hall tickets to the examination centres	30-11-2016
7	Commencement of theory examination	05-12-2016
8	End of theory examination	14-12-2016
9	Receipt of internal marks and attendance details of Candidates at IHRD Headquarters	17-12-2016
10	Forwarding of answer script bundles to IHRD Headquarters	17-12-2016
11	Date of completion of practical examination for respective course	10-01-2017
12	Submission of Practical examination marks to IHRD Head Quarters	13-01-2017

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

The following Instructions are issued for strict compliance by the Head of Training Centres /Chief Superintendents for the smooth conduct of examinations.

1. 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.

2. 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. The Head of Institution should ensure the accuracy of details such as register number, subject code & subject name furnished in the application for registration. 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.

3. Candidates who are availing additional chance for writing examinations should submit application for special sanction within the stipulated time. The fee for special sanction shall be collected along with the examination fee only after getting special sanction order from the Director. The fee for special sanction should not be collected by the Head of Training centres before formal sanction is issued by the Director.

4. Application for issue of special sanction and registration for examination received after the last date specified above should be rejected at the Training centre itself and should not be forwarded to Head office.

5. As per the rules and regulations for the above examinations, 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 matter. The hall tickets forwarded for issue to students, who have not maintained minimum attendance on the date of closure of semester course should be cancelled by the Head of Institution and should be returned to the IHRD head quarters along with A-List of candidates.

6. The date of completion of the course for reckoning the attendance in respect of IHRD courses is the date of closure of semester course mentioned above. The application of the candidates who have not secured the minimum percentage of attendance even after allowing condonation of attendance should not be forwarded to this office.

7. The head of institutions 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 institutions to conduct practical examinations. If necessary, faculty members from outside the 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.

8. The Chief Superintendent should ensure that sufficient stock of Answer books(facing sheets), is available in that centre, and if any shortage/deficiency is noticed, it should be reported to the Director at least one month before the commencement of Theory Examinations. Additional sheets(A4 size) shall be procured locally and the examination seal issued from the IHRD head office should be affixed as per the instruction already issued.

9. 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. Any variation in the entries, if noticed later will be viewed very seriously. A-List forwarded from Examination section along with the Hall tickets shall be verified by each candidate for accuracy of name and subjects etc.. A-List should be signed by each candidate and counter singed by the head of Institution, should be returned to Head quarters as per the schedule given above. For first semester candidates, a copy of the SSLC should be attached along with the application for registration.

10. Chief Superintendents are instructed to ensure the forwarding of registration forms, internal/practical marks, A-List, attendance details and answer paper bundles as per the above schedule promptly.

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

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Yours faithfully
Sd/-
Dr. P. Suresh Kumar
DIRECTOR

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Approved for issue

Junior Superintendent

Question Paper requirement

PGDCA, DDT&OA, DCA, CCLISc Regular/Supplementary Examinations, December-2016

Exam Centre code : .... Name : ....

1. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS
Regular / Supplementary – 2010 Scheme

Subject	Regular	Supply	Total
PGDCA-101 Computer Organization & Operating Systems			
PGDCA-102 Programming Techniques			
PGDCA-103 Software Engineering & Database Management Systems			
PGDCA-104 Internet & Web Technology			
PGDCA-201 Advanced Web Technologies			
PGDCA-202 Programming in JAVA			
PGDCA-203 Computer Communication & Networks			

2. DIPLOMA IN DATA ENTRY TECHNIQUES & OFFICE AUTOMATION
Regular / Supplementary – 2010 Scheme

Subject	Regular	Supply	Total
DDTOA – 101 Computer Fundamentals & Networking			
DDTOA –102 Data Entry Techniques and Word Processing			
DDTOA – 103 English for Communication			
DDTOA – 201 Web Technologies			
DDTOA – 202 Data Base Application			
DDTOA – 203 Desktop Publishing & Graphics			

3. DIPLOMA IN COMPUTER APPLICATION
Regular /Supplementary --2011 Scheme

Subject	Regular	Supply	Total
DCA-101 PC Hardware & Operating Systems			
DCA-102 Office Automation Packages			
DCA-103 Networking & Web Technology			

4. CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE
Regular /Supplementary – 2010 Scheme

Subject	Regular	Supply	Total
CCLISc-101, Library Organization and Management			
CCLISc-102, Library Classification and Cataloguing			
CCLISc -105, Information Sources & Services ,			
CCLISc -106, Information Technology			
CCLISc -103, Library Classification (Practical)			
CCLISc -104, Library Cataloguing (Practical)			

Certified that the question paper requirement is verified as per registration forms and A-List.
I understand that the issue of question papers for examination will be based on the above report only.

Head of Institution