



## INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

PRAJO'E TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM – 14

### CIRCULAR

No.DB1/9708/2016/HRD

Dated: 10/04/2017

Sub:- IHRD – Conducting IHRD Courses like PGDCA/DDTOA/DCA/CCLISc –  
expression of interest/Discontinuance/Registration – reg:-

Ref: This office circular no.DB2/8431/2016/HRD dt. 27.01.2017

Admission to IHRD Diploma/Certificate programmes are being conducted during January & July of every year. The present batch of students was admitted during January 2017. It is required to register each batch of course for proper management and preparation of semester examinations. As per the circular under reference, it was instructed to forward the course registration form for each institution on closure of admissions. It has also come to the notice that many institutions mentioned in the prospectus for the programme have discontinued the conduct of some courses due to insufficient no. of students or other reasons. In this circumstance, the following guide lines are issued for strict compliance.

1. All head of Institutions conducting IHRD diploma/certificate courses shall register the batch admitted immediately after the closure of admission. The course registration form is available at the IHRD website.

The course registration details of January 2017 batch admission is not forwarded by many institutions. All Head of Institutions conducting programmes are directed to forward the same before **15-04-2017** in the prescribed format published in the website.

2. The course centre for each programme will be allotted/cancelled as per the request from the Head of Institutions. The notification for admission to IHRD courses for July 2017 batch will be announced during May 2017. The Head of Institutions, who are willing to conduct IHRD Courses, which is not presently being conducted in their institutions shall request for the allotment of centre in their institution. Similarly, the Head of Institutions shall forward request for cancellation of any allotted course, if any, in the prospectus for the subsequent period.

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Any request for allotment/cancellation of IHRD courses in any Institution for the July 2017 admission shall be forwarded to head office before **30-04-2017**.

3. It is required for a candidate to obtain a special sanction from the Director, if he/she has completed all eligible chances for registration for an examination, as per the scheme. The Director, will issue a special sanction for a particular examination based on the merit of the individual request. So Head of Institutions shall ensure that the application for registration for supplementary examination from such students & exam fee is collected only if a special sanction is granted by the Director. The fee for special sanction applicable shall be collected from the applicant along with the supplementary exam fee only if a special sanction for registering the examination is issued.

The requests for special sanction from eligible students for the examination scheduled for June 2017 shall reach the Director before 30-04-2017. Any application received after the specified date will not be considered for June 2017 examinations.

4. On verification, it is found that few institutions have not forwarded the fee dues to IHRD such as registration fee, exam fee, special sanction fee etc. for previous semesters as instructed. Head of such Institutions shall forward the amount dues to IHRD within a week with a statement of account in this regard.

All communications in this regard is shall be forwarded via email only to the [director@ihrd.ac.in](mailto:director@ihrd.ac.in) with a copy to [ihrd.acad@gmail.com](mailto:ihrd.acad@gmail.com).

sd/-  
Dr. P. Suresh Kumar  
DIRECTOR

To

1) All heads of institutions under IHRD( published through IHRD website)

2) S F/ OC

Approved for issue



Junior superintendent

