



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJO'E TOWERS, VAZHUTHACAUD
THIRUVANANTHAPURAM – 14

CIRCULAR

No.DB1/9708/2016/HRD

Dated: 13.10.2017

Sub:- IHRD- Admission to Certificate /Diploma/PG Diploma Course-Registration June 2017-
reg:-

It has been noticed that many of institutions were not furnished the number of students admitted for each course conducted in your institution in the prescribed "form for registration for the course conducted by IHRD" along with the registration fee at the time of admission (copy enclosed). Hence, all the head of institution in which IHRD courses conducted should forward the above mentioned details in the prescribed Proforma along with the Demand Draft towards registration fee by return of post. A copy of the filled up registration form shall be furnished via this office email ihrd.acad@gmail.com.

Sd/-
Dr. P. Suresh Kumar
DIRECTOR

To

- ✓ 1. All the head of associate institution
2. Additional Director
3. Deputy Director
4. SF/OC

Approved for issue


Junior Superintendent



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

Form for registration for the courses conducted by IHRD (Certificate/Diploma/PG Diploma courses)

Course Registration No. (for office use only)					
1. Name of Training Centre :					
2. Exam. Centre Code					
3. Month & Year of Admission					
4. Date of Commencement of Classes					
5. Details of Course conducted		(No. of students on rolls as on 31 st January/July)			
Name of Course	Sanctioned intake	Minimum Intake	Actual no. of students on rolls		Remarks
			S1	S2	
1. PGDCA S1	40	15			
S2	40	15			
2. DDTOA S1	40	15			
S2	40	15			
3. DCA	40	15		---	
4. PGDAE S1	10	3			
S2	10	3			
5. CCLISc	40	15		---	
6. Total Students on Rolls	-	-			
7. Details of registration fee forwarded	DD/ Bank transfer				Rs.

Note: Regional Centres/EC/SC will be permitted to conduct a course with less than minimum number of candidates, with prior permission from the Director, on the condition that the course shall be conducted with existing staff only and no additional faculty should be engaged. All other type of Institutions should not conduct the programme, if the no. of students reported for interview is less than the minimum strength specified.

Date:

(Office seal)

Head of Institution