

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. DB1/4279/2017/HRD

Dated: 25.04.2017

From

The Director

To

All Heads of institutions conducting IHRD Courses
(PGDCA/ DCA/ DDTOA/CCLISc)

Sir,

Sub: - IHRD – Semester Examinations – Regular /Supplementary – PGDCA/ DCA/ DDT&OA/
CCLISc – June 2017 - conducting of – reg.

Ref: - This office exam notification of even no. dtd .19/04/2017

Please refer to this office notification cited above. It is proposed to conduct the PGDCA I/II Semester Regular/Supplementary, DCA Regular/Supplementary, DDTOA I/II Semester Regular/Supplementary, CCLISc Regular/Supplementary exams during June 2017. A copy of the exam notification is available in the IHRD website. The examination Schedule is attached as annexure. In this connection, the following guidelines are issued for strict compliance by the Head of Institutions.

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. The examination schedule is furnished below.
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. There list of regular & supplementary candidates shall be prepared separately. 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. 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 wish to avail additional chance in excess of normal chances for writing examinations should submit application for special sanction within the stipulated time as mentioned in the exam schedule. Application for special sanction received after specified date at this office will not be considered under any circumstances. Head of Institutions are instructed not to forward such belated applications to Director.
4. As per the rules and regulations for the above examinations, minimum attendance required to register for the examination has been mentioned in the exam rules/prospectus. The Head of institutions can grant condonation of shortage of attendance as per the relevant rules in the prospectus/exam rules by collecting required condonation fee. The students should be informed of the above matter sufficiently early.

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5. The 'date of closure of the semester course' for reckoning the attendance in respect of IHRD courses is given in the schedule of examination. The application of the candidates who have not secured the minimum percentage of attendance even after allowing condonation should not be forwarded to this office. Hall tickets should not be issued to candidates who fail to attain required minimum attendance. Such hall tickets shall be returned to the Director with a recommendation to cancel the exam registration of the candidate along with the signed copy of A-List.
6. The head of Training 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.
7. The Chief Superintendent should ensure that sufficient stock of facing sheet for answer script, is available in that centre and if any shortage/deficiency is noticed, it should be intimated before the date specified in the schedule.
8. 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. A copy of SSLC shall be attached with the application for registration to first semester of all courses.
9. Printed copy of A-list will be forwarded along with the hall tickets and shall be verified and authenticated by both candidates and Head of Institution. Any correction made in the printed copy of A-List will be corrected in the examination records of IHRD. Please note that additional certificate/marklist preparation fee will be payable if any correction is requested after the preparation of certificate/Marklist for the course.
10. There is no provision for improvement of CE marks(sessional) after the completion of course as per existing rules. So Head of Institutions shall ensure that all candidates eligible for exam registration have minimum CE marks granted as per the scheme of the course. Similarly, revision test must be conducted for students absent for skill test for DDTOA course and the score obtained must be reported accordingly for such students. No candidates shall have 'Absent' in place of CE marks or skill score.
11. Some IHRD Institutions are conducting IHRD courses in few nearby Arts & Science colleges as per the MOU signed between these Institutions and the authorities of those colleges. The registration of candidates from such colleges will be treated separately and these colleges will be a sub-centre for conducting examinations, if the chief superintendent recommends to conduct written examination at that college. In that case, separate question paper packets will be issued for such sub-centres. The answer scripts from these sub-centres shall be packed and

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forwarded separately. The head of Institution who has signed the MOU shall entrust a senior faculty as "Deputy Chief Superintendent" and shall authorize him/her to conduct examinations at these sub-centres. The Deputy Chief superintendent shall assist the Chief Superintendent for the smooth to conduct the examination at the sub-centre and shall supervise the opening of question paper packets and packing of answer scripts. For each sub-centre a separate deputy chief superintendent shall be entrusted. If the candidates are accommodated in the IHRD institution itself, these arrangements are not required.

12. The Hall Tickets for candidates will be prepared and forwarded to the examination centres as per the schedule noted above. Chief Superintendent shall verify the receipt of question paper packets in time and the no. of copies recorded in the question paper packets as per the requirements of the exam centre. In case any discrepancy is noticed, it should be communicated to the Director immediately for rectification.

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

Approved for issue


Deputy Director



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ANNEXURE - I

Institute of Human Resources Development

SCHEDULE OF IHRD EXAMINATIONS, JUNE 2017

Ref: No. DB1/4279/2017/HRD

1	Date of publication of Exam. notification	19-04-2017
2	Receipt of application for special sanction for registering for the June 2017 examination at IHRD HQ, Thiruvananthapuram	30-04-2017
3	Last date for receipt of application for registration from the candidates in the respective examination centres	05-05-2017
4	Date of closure of semester course	29-05-2017
5	Commencement of theory examination	05-06-2017
6	End of theory examination	13-06-2017
7	Receipt of Exam. Registration applications with consolidated list of candidates and other documents. in the IHRD HQ, Thiruvananthapuram	10-05-2017
8	Receipt of request for facing sheet of answer scripts in the IHRD HQ, Thiruvananthapuram	30-04-2017
9	Forwarding of examination materials such as question Paper packets and hall tickets to the examination centres	29-05-2017
10	Receipt of CE marks(sessional) and attendance details of Candidates registered for the examination in the IHRD, Thiruvananthapuram.	15-06-2017
11	Forwarding of answer script bundles to IHRD, Headquarters	15-06-2017
12	Date of completion of practical examination for respective course	30-06-2017
13	Receipt of Practical examination marks list at IHRD Head Quarters	03-07-2017
14	Commencement of valuation camp	10-07-2017

Note : All Head of Institutions conducting IHRD courses shall strictly follow the examination schedule as given above for various activities without fail.

Sd/-
DIRECTOR