



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14

No. FinC2/461/2018/HRD

Dated:16/01/2018

CIRCULAR

Sub: - IHRD – Annual Administration Report 2016-17- online submission of details - Reg.

The Administration Report of IHRD for 2016-17 is to be published shortly and details from all Institutions are required for preparing the same. All Heads of Institutions are directed to login to <http://ihrd.kerala.gov.in/iis> and furnish the required details urgently. Login to the portal may be done in the same manner as that for uploading financial data. The following details shall be furnished under the respective menu mentioned below:-

Sl No	Description	Menu in the portal
1	Brief note on the Institution	Institution General → Administration → About the Institution
2	Important achievements and events conducted during the year	-do-
3	Major issues faced during the period.	-do-
4	Details of fees and sanctioned intake for each course	Academic → Courses
5	Details of the students enrolled during the past years. (Details should be furnished from the year in which the pass out students of 2016-17 got admission.)	-do-
6	Details of all staff of the institution.	Institution General → Administration → Faculty and staff

The provision for generating *pdf* documents for submitting hardcopy is incorporated wherever necessary. The Head of Institution should authenticate the hardcopies and forward the same to head office before the stipulated date. Detailed instruction/help for furnishing data will be intimated through the approved Gmail address of each institution.

As a matter of administrative priority, the details of faculties and staff shall be furnished on or before **27.01.2018**. All other details should be furnished on or before **03.02.2018**.

For clarifications, if any, may contact via email “iiis.ihrd@gmail.com”.

sd/-
DIRECTOR

Copy to

1. All the heads of institution.
2. Additional Director
3. Deputy Director
4. Administrative Officer
5. Finance Officer
6. Establishment Section
7. Stock File
8. Office copy

Forwarded/By Order
Sd/-
Senior Superintendent