



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

**PROCEEDINGS**

IHRD – Conduct of IHRD courses as Add on programme for the Degree/Diploma/Plus two students studying in the associate institutions under IHRD institutions with 30% of fee wave in tuition fee – Sanctioned – Orders issued.

No. DB1/13518/19/HRD

Dated, Thiruvananthapuram 3<sup>rd</sup> January 2020

Read: Letter No.A3/616/2019/CAS.C dtd.16.12.2019 from the Principal, College of Applied Science, Kozhikode.

**ORDER**

As per reference cited above, the Principal, College of Applied Science, Calicut has submitted a proposal for conduct IHRD regular courses like PGDCA/DCA/DDTOA as add on courses for UG/PG students studying in that centre. She had also requested to wave 30% of fee to these courses to facilitate the students to undergo the PGDCA/DCA/DDTOA courses alongwith their UG/PG courses.

The above mentioned matter has been examined in detail and found that it is very helpful to the students who are studying in IHRD institutions for getting a chance to study additional course through add on programme with their regular studies. While implementing this proposal is helpful to increase the intake of students strength and will improve the financial position of institutions. At present 30% of revenue from such courses conducted at non-IHRD managed institutions for utilizing the infrastructure of those institutions for conducting the programme.

This scheme is exclusively for the students of regular Degree/ Diploma/ Plus two Programmes of Model Polytechnic College/ College of Applied Science and Technical Higher Secondary School of IHRD as per their eligibility for admission to the course. Any student admitted to the same batch of add on programme who is not a regular student of the institution, shall pay full fees as per prospectus. Since SC/ ST/ OEC Students are not eligible to receive benefits for more than one course at the same time from the SC/ST Development Department, such students admitted to the add on programme shall pay the 30% less tuition fee as per prospectus.

The students admitted to add on programme and attending any regular course of the institution is exempted from payment of caution deposit for the add on programme.

In the above circumstances, sanction is accorded for conducting IHRD regular courses like PGDCA/DCA/DDTOA/CCLIS etc. as add on programme for Degree/ Diploma/ Plus two students of IHRD institutions as per following conditions.


- i) 30% of fee waiver scheme in the tuition fee is exclusively for the students of regular Degree/ Diploma/ Plus two Programmes of Model Polytechnic College/ College of Applied Science and Technical Higher Secondary School of IHRD as per their eligibility for admission to the course. Any student admitted to the same batch of add on programme who is not a regular student of the institution, shall pay full fees as per prospectus.
- ii) Since SC/ ST/ OEC Students are not eligible to receive benefits for more than one course at the same time from the SC/ST Development Department, such students admitted to the add on programme shall pay the 30% less tuition fee as per prospectus.
- iii) The students admitted to add on programme and attending any regular course of the institution is exempted from payment of caution deposit for the add on programme.

Sd/-  
**Dr. P. Suresh Kumar**  
**DIRECTOR**

To,

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2. Additional Director, IHRD Headquarters
3. Deputy Director, IHRD Headquarters
4. Finance Officer
5. Financial Consultant
6. Fin (B) Section
7. S.F/O.C

**Forwarded/By Order**

  
**Senior Superintendent**  
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