

Institute of Human Resources Development

(Established by Government of Kerala)

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No. DB1/8501/2019/HRD (3)

Dated: 25.09.2019

From

The Director

To

All Heads of institutions
(Conducting PGDCA/ DCA/ DDTOA/CCLIS)

Sir,

Sub: IHRD – Semester Examination – Regular/ Supplementary – PGDCA/ DCA/ DDT&OA/ CCLIS
– December 2019 conducting of – reg.

Ref: This office exam notification of even no. dated. 25.09.2019.

Please refer to this office notification cited. It is proposed to conduct the PGDCA I/II Semester Regular/ Supplementary, DCA Regular/ Supplementary, DDTOA I/II Semester Regular/ Supplementary, CCLIS Regular/ Supplementary, during December 2019. Copy of the exam notification is available in the IHRD website. 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.

SCHEDULE OF EXAMINATION

Event/Activity	Schedule
1. Publication of Exam Notification	25.09.2019
2. Last date for Exam registration without fine at Exam centres.	16.10.2019
3. Last date for Exam registration with fine at Exam centres.	19.10.2019
4. Forwarding of Exam Registration forms and related documents and Exam. fee to IHRD Head quarters	21.10.2019
5. Publication of Exam. Time table in the IHRD web site	15.11.2019
6. End of Course/Semester Classes	30.11.2019
7. Forwarding of QP bundles, A-List, Hall Tickets, Answer script sheets etc. to Exam. Centres	25.11.2019
8. Display of Continuous Evaluation(CE) Marks in the student's Notice board	02.12.2019
9. Forwarding of Continuous Evaluation(CE) Marks to IHRD Headquarters	02.12.2019
10. Commencement of Course/Semester Theory Examinations.	04.12.2019
11. Forwarding of corrected A-List, cancelled Hall Tickets etc. to Director, IHRD.	12.12.2019
12. Forwarding Answer paper bundles, absentee statement etc. to Director, IHRD.	Within 24 hrs. of completion of all theory examinations in the centre.
13. Completion of Practical Examinations.	Before 10.01.2020
14. Forwarding of Practical Lab exam. marks to Director, IHRD.	14.01.2020

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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 and 'A' list. The examination fee in respect of the supplementary candidates with separate 'A' list may also be forwarded along with the list of regular candidates. 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.

As per the rules and regulations for the above examinations, minimum attendance required to register for the examination has been mentioned in the prospectus. The Head of institutions can grant condonation of shortage of attendance as per the relevant rules in the prospectus for collecting condonation fee. The students should be informed of the above matter.

The date of completion of the course/ semester for reckoning the attendance in respect of all courses is mentioned in the above table. 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.

The head of 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.

The Chief Superintendent should ensure that sufficient stock of Exam Answer books, facing sheets is available in that centre, and if any shortage/deficiency is noticed, it should be intimated before 11.10.2019.

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. The Chief Superintendent should furnish a certificate to this effect in the covering letter while forwarding the 'A' list and registration form to this office. Variation in the entries, if any, noticed later will be viewed very seriously.

The Hall Tickets for candidates will be prepared and forwarded to the examination centres as per the schedule noted above.

Yours faithfully
Sd/-
DIRECTOR

Approved for issue


Senior Superintendent

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