



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14**

PROCEEDINGS

IHRD –Appointment of co-ordinators in each category of institutions-Engineering Colleges, College of Applied Sciences, Model Polytechnic Colleges, Technical Higher Secondary Schools, Regional Centres and Extension Centres for Monitoring of academic as well as administrative activities, Enhancement of admission, improvement of result position , enhancement of placement avenues in each category of institutions conducting of academic seminar by utilizing PTA fund etc... — Sanction accorded – Orders issued

No.EA2/4924/2017/IHRD

Dated, Thiruvananthapuram, 23rd January 2020

ORDER

Under the aegis of IHRD, 86 nos. of associate institutions are functioning as Engineering Colleges, College of Applied Sciences, Model Polytechnic Colleges, Technical Higher Secondary Schools, Model Finishing Schools, Regional Centres and Extension Centres all over Kerala. IHRD is having well qualified/experienced faculties and better infrastructural facilities in almost all of its institutions. But we could not avail the optimum benefit of utilization of the existing man power and infrastructure. The admission rates, result status and placement avenues in the case of Engineering Colleges have to be improved to the level of Model Engineering College, Ernakulam. The result status in respect of our Model Polytechnic Colleges are not in a presentable position. In the case of some of our College of Applied Sciences there is some improvement in the placement status. Altogether we have to improve the admission rates, result position and placement facilities of our institutions. Only institutions with best results and placement facilities can attract students. For best results sincere and earnest efforts must be taken by the faculties and Heads of institutions. Designing and conducting add- on courses considering the local demand parallel to the regular classes to the ongoing students may help to some extent to enhance admission rates. To achieve the above we have to stream

line the activities, closely monitor the admission rates, result position and placement status and ascertain whether the optimum benefit from our available man power and infrastructure facilities is derived. With a view to achieve these objectives Co-ordinator of each category of educational institutions are highly essential. In the circumstances, the following orders are issued with immediate effect.

1. Dr. Jacob Thomas, Principal, College of Engineering, Chengannur is the Co-ordinator for all Engineering Colleges functioning under IHRD.
2. Sri. K. Unnikrishnan Nair, Principal, College of Applied Science, Mavelikkara is the Co-ordinator for all Colleges of Applied Science functioning under IHRD.
3. Sri. Anandakuttan.T. K, Principal, Technical Higher Secondary School, Muttada, Thiruvananthapuram is the Co-ordinator for all Technical Higher Secondary School functioning under IHRD.
4. The Co-ordinators now posted will discharge the Co-ordination activities in addition to the normal duties in their respective institution.
5. The Co-ordinator concerned will assess and monitor all activities of the particular category of institutions and take appropriate steps for the enhancement of admission, result statistics, placement etc.... and furnish a comprehensive report periodically after visiting/discussing with the Head of Institutions/faculties of the institutions to the undersigned for appropriate orders so as to uplift the institutions to the maximum extent possible.
6. The Co-ordinators shall attend the IHRD (Headquarters) often considering the necessity with sufficient proposals without affecting the normal duties and responsibilities in their parent institution.

7. All heads of institutions are requested to Co-operate with the Co-ordinators and provide necessary details as and when required.
8. The Co-ordinators are eligible for TA/DA as per rules for the journeys performed to the associate institutions according to the actual requirement/ necessity, subject to the approval of the Director.
9. The orders for posting of Co-ordinator Model Polytechnic College will be issued separately.
10. Further Guidelines/ instructions will be issued in due course.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

1. *All Heads of institutions*
2. *Additional Director*
3. *Deputy Director*
4. *Financial Adviser/Consultant*
5. *Administrative Officer*
6. *Finance Officer*
7. *All Section heads in the IHRD(Headquarters)*
8. *Senior Superintendent Academic Section for further follow up action*
9. *SF*
10. *OC*

Forwarded/By Order

A.A. Raj
Administrative Officer