PROCEEDINGS

IHRD – Conduct of IHRD Courses, January 2022 batch – Instructions - orders issued.

No.DB1/9691/2021/HRD   Dated, Thiruvananthapuram, 07th February, 2022

Read: 1. This office admission notification of even No. dated. 10.12.2021.
　　　2. The email received from the Coordinator of IHRD courses on 04.02.2022.

ORDER

　　　As per the reference cited 1st paper above, applications has invited for admission to IHRD courses on January 2022 batch. The Coordinator of IHRD courses has submitted instructions regarding conduct of the same vide the reference 2nd above. In the above circumstances the following orders are issued regarding the conduct of IHRD Courses.

1. Centres with minimum 15 students admitted in a particular course can conduct courses themselves utilising the services of existing faculty. No additional faculty shall be appointed.

2. Theory classes shall be conducted online and practical classes offline. No. of hours stipulated in the scheme/syllabus shall strictly be followed. Special offline theory classes shall also be conducted wherever needed.

3. Centres with less than 15 students but more than 4 students shall conduct the course in coordination with the nearest centre with more than 14 students. In such case, 30% of the fees revenue shall be transferred to the coordinating centre. Practical classes for such students are to be conducted in the centers where the student is enrolled. Services of existing faculty is to be utilised for the purpose.

4. Courses with enrollment less than 5 need not be conducted.

5. Regional coordinators as per the order No. DB1/4500/2021/HRD dated.17.01.2022 are directed to assess the situation in the network institutions, in terms of actual enrollment, whether the course is conducted by the network institution directly or in association with other centres etc. on or before 09.02.2022

6. All institutions are directed to forward the actual time-table with faculty names mentioned, work load etc.

7. Where there are shortage of faculty, services of Systems Analysts, Jr. Systems Analysts & Programmers posted at the nearby engineering colleges, Colleges of Applied Sciences and Regional Centres/Extension Centres shall be utilised for conducting online classes. Respective

Heads of Institutions are to consult each other and furnish a joint report to this office for issuing orders if any needed.

8. All heads of institutions are to make maximum efforts to increase enrollments and thereby internal revenue.

9. All heads of institutions are hereby directed to forward a report on the efforts taken in increasing admissions to IHRD courses with proof of claims on or before 09.02.2022.

10. Regular classes for IHRD courses shall be commenced from 09.02.2022. Detailed academic calendar will be published in due course.

Sd/-
Dr. P. Suresh Kumar
DIRECTOR

To

1. All Heads of Institutions under IHRD (Published in IHRD website – members area)
2. Additional Director for information.
3. Sri. Sreerej R, Principal, Coordinator of IHRD courses
4. S.F/ O.C

Forwarded/By Order

Senior Superintendent