



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
N.H. BYPASS JUNCTION, CHACKAI, THIRUVANANTHAPURAM**

IHRD/2214/2022-DB1

Date:05/08/2022

CIRCULAR

Sub: -IHRD – Conduct of IHRD Courses, July 2022 batch – Instructions – reg.

- Ref:- 1. This office admission notification of even No. dated. 1.07.2022.
2. Letter No.A2/262/2022/CASPM Dtd.12.7.22 from the Principal, CAS, Peermade
3. Letter No.A/65/2019/CAS/MP dtd.15.7.2022 from the Principal, CAS, Malampuzha.

As per the reference cited (1) above, applications have been invited for admission to IHRD courses in July 2022 batch. Some of the centres are requested for online classes vide references (2) and (3) above. In the above circumstances the following instructions are issued regarding the conduct of IHRD courses.

1. Centres with minimum 15 students admitted in a particular course can conduct courses offline utilising the services of existing faculty. No additional faculty shall be appointed.
2. Centres with less than 15 students but more than 4 students shall conduct the course in coordination with similar institutions having less than 15 students. In such a case one of the centres with a higher number of students and sufficient faculty shall coordinate the course. Participating centres shall transfer 30% of the fees revenue to the coordinating centre. 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. Practical classes for such students are to be conducted in the centres where the student is enrolled. Services of existing faculty are to be utilized for the purpose.
4. Courses with enrollment less than 5 need not be conducted.
5. Associate institutions shall form such clusters for conducting courses on a mutual consensus basis and inform this office with details of enrolment, name of coordinating institution etc.

6. 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.
7. All heads of institutions are to make maximum efforts to increase enrollments and thereby internal revenue.
8. 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 20.08.2022.
9. Regular classes for IHRD courses shall be commenced from 10.08.2022. Detailed academic calendar will be published in due course.


DIRECTOR

To

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2. Additional Director for information.
3. Sri. Sreerej R, Principal, Coordinator of IHRD courses
4. Sri. Basil Gomez A, In Charge of IHRD Examinations
5. S.F/ O.C