



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
THIRUVANANTHAPURAM- 24

No. HRD /1584/2022/Fin C3

Dated: 22/04/2022

CIRCULAR

Sub: - IHRD – Annual Administration Report 2021-22 - Reg.

All Heads of institutions are directed to submit details in the format attached herewith for the preparation of Annual Administration Report of IHRD for the year 2021 - 22.

The details for the year 2021-22 shall be prepared in “WORD” format and mailed to ihrd.acc@gmail.com on or before 13.05.2022.

sd/-
DIRECTOR

Copy to:

1. All heads of institutions.
2. Administrative Officer
3. Establishment Section
4. Office Copy

Forwarded/By Order

Financial Consultant

Format

ADMINISTRATION REPORT – 2021-22**Name of the Institution : .**1. Brief note about Institution (*max. 15 sentences*):*(Details like year of commencement, location, Affiliated University/ Board, accreditation/ recognition by other agencies, courses started/discontinued during the year etc.)*

2. Courses & Student Strength :

Courses	Sanctioned Intake	Actual strength			
		I yr	II yr	III yr	IV yr
Total					

3. Pass Percentage of final year students :

Courses	Pass %

4. Details of students that

- i. Secured University/ Board rank, if any :
- ii. Got Placement, if any :

No. of Students	Name of the organization/ company

- iii. Won/Participated in national/ international events in Arts & Sports :

5. Details of workshops/ seminars conducted for students:

6. Details of activities, if any:

- i. NCC
- ii. NSS
- iii. Clubs (specify each club separately)
- iv. Community work

7. Brief note about Land & Building :

(Details like own/rented land/building, area of land (in hectares), building area (in sq meter), playground, auditorium, smart class etc. may be provided)

8. Staff/faculty strength:

Regular	
<i>Teaching</i>	
<i>Non-Teaching</i>	
Guest/Contract/Consolidated	
<i>Teaching</i>	
<i>Non-Teaching</i>	
Total	

9. Details of paper presentation by faculties in national/ international journals:

10. Details of faculties who participated in national/ international workshops /seminars /courses :

11. MLA/ MP funds received during the year:

12. Any other achievements/ remarks:

Head of the Institution