



**Institute of Human Resources Development
Chackai, Thiruvananthapuram-24**

PROCEEDINGS

IHRD – College of Applied Science, Puthuppally – Dr. Latha. P, Principal & Co-ordinator for all Colleges of Applied Science under IHRD - posted to IHRD (Head Quarters) for three days per week to co-ordinate the academic as well as allied activities of College of Applied Science under IHRD– Orders issued.

No.EA2/2380/2020/IHRD (1)

Dated, Thiruvananthapuram, 24th May 2023

Read:- 1 Resolution of 106th meeting of Executive Committee of IHRD held on 04.01.2023

2 This office proceedings of even no. dated 05.08.2021

ORDER

Dr. Latha. P, Principal, College of Applied Science, Puthuppally was appointed as Co-ordinator for all Colleges of Applied Science under IHRD. In order to streamline the existing activities of Colleges of Applied Science more effectively Dr. Latha. P is posted to IHRD (Head Quarters) for three days per week without affecting her normal duties and responsibilities at College of Applied Science, Puthuppally.

1. Dr. Latha. P is the Co-ordinator for all Colleges of Applied Science under IHRD.
2. She will assess and monitor all academic activities of Colleges of Applied Science and take necessary steps for the enhancement of admission, result, placement etc. She will also furnish a comprehensive report periodically after visiting/discussing with the Principals concerned before the undersigned for appropriate orders so as to uplift the institutions to the maximum extent.

3. She will exercise all duties entrusted with reference to the delegation of powers, rules/guidelines in force etc...
4. All heads of institutions are requested to co-operate with the co-ordinator and provide necessary details as and when requested.
5. This office proceedings read second paper above stands modified to the above extent.

Sd/-
Dr. P. Suresh Kumar
DIRECTOR

To,

Dr. Latha. P, Principal, College of Applied Science, Puthuppally

Copy to:-

1. *All Principals of College of Applied Science under IHRD*
2. *Additional Director*
3. *Finance Officer*
4. *Administrative Officer*
5. *Executive Engineer*
6. *PA to Director*
7. *CA- II*
8. *All section heads (IHRD Head Quarters)*
9. *SF*
10. *OC*

Forwarded/By Order



Senior Superintendent

