INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

ADMISSION TO
Diploma in Computerised Financial Accounting

PROSPECTUS

October 2020

(Prospectus issued for previous years/ batches are not valid for October 2020)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT is an autonomous institute established by the Government of Kerala. The Institute invites application for admission to Diploma in Computerised Financial Accounting (Six months course). The scheme of study and syllabus has been updated incorporating advanced topics. The course is targeted to the employment opportunities in public and private sector and for self employment.

1. Eligibility for admission :

      Any person who possess a Plus Two certificate or equivalent is eligible for admission to the programme. The upper age limit for admission to general candidates is 50 yrs. But the candidates belongs to SC/ST category and claims educational concession, the upper age limit will be as specified by the Scheduled Caste/Scheduled Tribes Development Department for awarding educational concession.

2. Course Centre and Intake.

SI No.	Name of Centre	No. of seats
		Day time
Thiruvananthapuram		
1	Regional Centre of IHRD, Puthuppally Lane, Medical College.P.O, Thiruvananthapuram - 695 011, Ph: 0471-2550612, 2554947	40
2	Model Finishing School, Vikas Bhavan P.O, P.M.G, Thiruvananthapuram – 695033, Ph: 2307733	40
Kollam		
3	College of Engineering, Thrikkannamangal, ETC. P. O, Kottarakkara, Kollam - 691 531 Ph : 0474-2453300	40
4	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara - 691 501, Phone: 0474 2580462	40
5	College of Applied Science Kundara, Thettikunnam, Kundara P.O, Kollam Dist, Pin - 691501, Phone: 0474-2580866, Mobile: 8547005066	40
Pathanamthitta		
6	College of Applied Science, Adoor, Pin – 691523, Ph: 04734-224076	40
7	College of Applied Science, Kalanjoor, Kalanjoor. P. O, Pathanamthitta Dist., Pin – 689694, Ph: 04734-272320	40
8	College of Applied Science Konni, Elimullumplackal P.O Konni, Pathanamthitta Dist Phone : 0468 2382280	40
9	Technical Higher Secondary School, Mallappally, Mallappally East. P.O, Pathanamthitta District, Kerala State: Pin 689 584, Phone: 0469-2680574/2784994, Mobile : 8547005010	40 (Part time)
Alappuzha		
10	College of Engineering, Cherthala, Ottappunna, Pallippuram.P.O, Cherthala, Alappuzha Phone: 0478-2552714, 0478-2553416.	40
11	College of Applied Science, Govt. UPS Campus, Karthikappally, Haripad – 690516, Ph : 0479-2485370	40
12	College of Applied Science, Govt. Boy's High School Campus, (Vocational Higher Secondary School), Mavelikkara – 690 101, Phone : 0479-2304494 (O)	40
Kottayam		
13	Model Polytechnic College, Poonjar, Thekkekara P.O, Kottayam Dist.Pin - 686 582, Phone: 04822-209265, 274100, Mobile : 8547005085	40
14	College of Applied Science, Kanjirappally, Petta Govt. HS Campu, Kanjirappally Kottayam (Dist). Pin - 686 507 Phone : 04828- 206480, 206600	40
15	College of Applied Science Puthuppally, Payyappady P.O., Puthuppally, Kottayam – 686 034, Pin- 686 011, Phone: 0481-2351631, 2351228, Mobile: 8547005040	40
Idukki		
16	IHRD Study Centre Panchayat Building, Near Govt. HSS, Rajakkad.P.O, Idukki-685566, Ph: 04868-241636.	40
17	College of Applied Science Thodupuzha, Pullimoottil Building, Mariyilkalingu, Moolamattom Road, Thodupuzha Post, Idukki (Dist), Pin – 685334, Phone: 04862- 228447, 228811, Mobile: 8547005047	40
18	College of Applied Science Nedumkandam, Panchady Road, West Junction Nedumkandam, Idukki (Dist), Pin- 685 553, Phone: 0468- 234472, Mobile: 8547005067	40
19	College of Applied Science Peermade, PWD Rest House Campus, Kuttikkanam P.O, Peerumede, Idukki (Dist), Pin - 685 531, Phone: 04869- 232373, Mobile: 8547005041	40
20	College of Applied Science Marayoor, Anchunadu, Sahayagiri Post Kanthalloor, Via Marayoor, Idukki (Dist), Pin- 685 620, Phone: 0468- 253010, Mobile: 8547005072	40

	Ernakulam	
21	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2341410	40
22	Model Technical Higher Secondary School Kaloor, Kaloor P.O., Ernakulam District – 682017, Phone: 0484-2347132, Mobile: 8547005008	40
	Thrissur	
23	Extension Centre of IHRD, Mini Civil Station, Cherpu, Ph: 0487-2340234	40
24	College of Applied Science Nattika, Valapad Post, Thrissur (Dist)– 680567, Phone: 0487-2395177, Mobile: 8547005057	40
25	College of Applied Science Chelakkara, Cheerakuzhy, Pazhayannur P.O, Thrissur District, Pin: 680587, Phone: 04884 – 227181, Mobile: 8547005064	40
26	Technical Higher Secondary School, Govt. U.P. School Campus, Avanur P.O.,Varadium, Thrissur District - 680 541, Phone: 0487-2214773, Mobile: 8547005022	40 (Part time)
	Palakkad	
27	College of Applied Science Kuzhalmannam, Chembai Smaraka Vishramakendram, Chembarakulam, Kottayi P.O., Palakkad Dist., Pin – 678 57, Phone: 04922-285577, Mobile : 8547005061	40
28	College of Applied Sciences Malampuzha, Kalleppully P.O., Palakkad Dist., Pin – 678000, Phone: 0491-2530010, Mobile: 8547005062	40 (Part time)
29	College of Applied Sciences Agali, Agali P.O, Attappadi,Palakkad Dist. Pin – 678581, Phone: 04924-254699, Mobile: 9446163007	40
	Malappuram	
30	Extension Centre of IHRD, Near Stadium, Thazhepalam, Tirur, Malappuram - 676 107, Ph: 0494-2423599	40
31	Extension Centre of IHRD, Moochikkal, Valanchery P.O, Malappuram – 676 552, Phone: 0494- 2646303	40
32	IHRD Extension Centre,Ayankalam P.O.,Thavanur, Malappuram Dt, Kerala–679573 Ph : 0494-2688699	40
	Kozhikode	
33	College of Applied Science, Kozhikode, Balan K Nair Road, , Kiliyanad, Kozhikode – 673001, Ph : 0495-2765154, 0495-2768320	40
	Kannur	
34	College of Applied Science Pattuvam, Kayyamthadam, Ariyil Post, Taliparamba (Via), Kannur Dist., Pin– 670143, Phone: 0460-2206050, Mobile: 8547005048	40

3. Duration : 6 months (one semester)

4. **Intake/Batch** : 40 per batch

5. Last date for receipt of filled in application
   for admission in the respective training centre : 12.10.2020

6. Probable date of commencement of classes : 21.10.2020

7. **How to apply**

    Application form can be downloaded from IHRD website. Completed application accompanied by demand draft for Rs.150/- (Rs. 100/- for SC/ST candidates) +GST applicable drawn in favor of the head of training centre towards registration fee and attested copies of mark list of qualifying examination should reach the head of the training centre on or before the last date prescribed. Candidates are precluded from applying to more than one training centre for admission. In the application, the name of training centre chosen should be invariably noted. Once selected, transfer from one training centre to another will not be given under any circumstances. *The application without registration fee will be rejected without assigning any reason.*

8. **Reservation**

    25% of the seats will be reserved for SC/ST/OEC Students (As per G.O.(Rt) 212/2011/SC ST dtd14/02/2011). Candidates claiming reservation under SC/ST quota should produce community certificate from a Revenue officer not below the rank of concerned Tahsildar. Candidates claiming reservation under OEC should produce a community certificate and income certificate from the Village Officer concerned. Claim of reservation without community/income certificate will not be considered. The un-availed seat if any under SC quota will go to the ST quota and vice versa.

9. **Basis of Selection**

    Selection of the candidates will be based on the aggregate percentage of marks/Grade secured in the Final/previous semester Examination. (Each training centre will be treated as separate unit for selection of candidates).

10. Supply of Text Books and Study materials

No text books or study materials shall be supplied to the students free of cost. The details of text books required for the course shall be intimated to the students by the heads of institutions. The students will make their own arrangements to procure the required text books.

11. Course Contents: (As per Scheme 2020)

DCFA 101 - Financial Accounting, Business and Industrial Laws, DCFA102- GST Practitioner Module and Statutory Compliance, DCFA103- Computerised Financial Accounting, DCFA104 - GST Practitioner Module, DCFA105- -On Job Training.

* The medium of instruction / Exam will be in English only.

12. Details of fee

i)	Admission Fee	: Rs. 300/- + GST+ Flood Cess applicable
ii)	Course Fee	: Rs. 12,000/- + GST+ Flood Cess applicable
iii)	Exam Fee	: Rs. 750/- + GST+ Flood Cess applicable
	Total fees	**: Rs. 13,050/-** + GST+ Flood Cess applicable

Caution Deposit (Refundable)   : Rs. 500/-

Certification Fee *(Optional)*
1. Tally for GST- Certification fee   : Rs. 560/- + GST+ Flood Cess applicable
2. Assistant Practitioner- Certification fee : Rs. 500/- + GST+ Flood Cess applicable
3. MS Excel - Certification fee   : Rs. 400/- + GST+ Flood Cess applicable
4. ICAI-Certification fee   : Rs.4500/- (inclusive of taxes)

The Fees once paid is non-refundable under any circumstances, unless stated otherwise

13. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course.

14. The admission process will be cancelled, if recommended minimum no. of candidates are not available to join the course in a centre at the time of interview. In such case, the application registration fee will be refunded to the candidates, who have reported for the interview scheduled.

15. Important Rules and Regulations for the Examination

(*Students must read the entire rules and regulations available in the course centre before undergoing the course)*

1. The final Examination will be conducted by the IHRD, immediately after the completion of the course.
2. Candidates who have secured a minimum of 75% of the attendance during the course only are eligible for the registration for the examination.
3. Students who have shortage of attendance, but not condoned, are not eligible to register for the examination**.**
4. A candidate will have up to four consecutive chances for appearing the final examination from their registration to the regular examination. All supplementary exams conducted subsequent to a regular examination will be treated as a chance, irrelevant whether the candidate has registered for those exams or not.
5. Candidates who have not secured the minimum attendance during the course or those who have failed for continuous evaluation even for one subject have to repeat the course by paying the prescribed fees.
6. The minimum marks required for a pass in each subject will be 50% of maximum marks. (i.e., for theory/practical (End of course assessment and the continues evaluation put together.) However individual minimum of 50% is required for theory/practical (End of course assessment) and continues evaluation of each subject, separately. There is no provision for improvement of sessional (CE) marks, unless the candidate repeats the course.
7. A candidate can apply for the revaluation of answer scripts on the following conditions.
   i. The application for revaluation of answer scripts shall be submitted in the prescribed format through the head of institution along with the required fee, within 10 days of receipt of mark lists or within 15 days of date of publication of result, whichever is earlier.
   ii. The revaluation/re-counting fee once remitted will not be refunded under any circumstances.
   iii. The revised marks list will be issued, as per existing rules for revaluation.

8 The students have the opportunity to point out the mistakes in Name, sex, date of birth etc. given in the hall ticket by making necessary correction in the copy of A-list, at the time of receiving hall tickets. They can also submit request for correction through the head of training centre, with a copy of the SSLC certificate any time, before the publication of results. These changes will be corrected free of cost. But, once mark list/diploma certificate is prepared and forwarded to the training centre for issue, any correction of above details will be made on the verification of documents and payment of prescribed fees along with the application.

9. i) Those who pass the Terminal examination in the first chance securing an aggregate of 75% or more marks will be declared to have passed the course in "First Class with Distinction".
   ii) Those who pass the Terminal examination in the first chance securing an aggregate of 60% or more marks will be declared to have passed the course in "First Class".
   iii) All other successful candidates will be placed in the "Second Class".

10. All successful candidates will be awarded a Diploma by the IHRD.
11. A provisional certificate will be issued to successful students, if applied within 3 months from the date of publication of results. Application in the prescribed format duly recommended by the head of training centre should be submitted to the Director, IHRD, along with the prescribed fees and proof of Identity. The provisional certificate once issued, will be valid for 6 months from the date of issue or till the Diploma certificates are issued, whichever is earlier.

Sd/-
DIRECTOR

Thiruvananthapuram
Date : 24.09.2020