INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

ADMISSION   TO

POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

October 2020

PROSPECTUS

(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 the two semesters Post Graduate Diploma Course in Computer Applications. The scheme of study and syllabus have been updated incorporating advanced topics. The details are given below.

1. Course Centres

Sl. 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	College of Applied Science Dhanuvachapuram, NKM H S School Campus, Dhanuvachapuram, Thiruvananthapuram Dist, Pin- 695503, Phone: 0471-2234373, 2234374, Mobile: 8547005065	40
3	Technical Higher Secondary School, Muttada, Muttada P.O, Thiruvananthapuram Dist., Pin – 695004, Phone: 0471-2543888, Mobile: 8547005017, 9447242722	40
	Kollam	
4	Model Polytechnic College, Edakulangara. P.O, Karunagappally, Kollam – 690 562 Ph : 0476-2623597	40
5	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara 691 501, Phone: 0474 2580462	40
	Pathanamthitta	
6	College of Applied Science, Kalanjoor, Pathanamthitta, Pin: 689 694, Phone: 04734-272320	40
7	College of Applied Science Mallappally, Peakuzhiyil Buildings, Mallappally (W) P. O, Pathanamthitta (Dist), PIN- 689 585, Phone : 0469- 2681426, Mobile : 8547005033	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)
10	Technical Higher Secondary School Adoor, KIP Campus, Adoor P.O, Pathanamthitta Dist., Pin: 691523, Phone: 04734-224078, Mobile: 8547005020	40
	Alappuzha	
11	College of Applied Science Mavelikkara, Govt: Boy's High School Campus, Mavelikara – 690 101, Allappuzha District, Phone: 0479-2304494, Mobile: 8547005046	40
12	College of Applied Science, Govt. UPS Campus, Karthikappally, Haripad – 690516, Ph : 0479-2485370	40
13	College of Applied Science Perissery, Perissery P.O, Chengannur, Alappuzha Dist, Pin: 689126, Phone: 0479-2456499, Mobile: 9747190302	40
14	Technical Higher Secondary School, Pallippuram P.O, Cherthala, Alappuzha Dist., Pin-688541, Phone : 0478-2552828, Mobile: 8547005030	40
	Kottayam	
15	Model Polytechnic College, Mattakkara. P. O, Kottayam Dist., Pin – 686 564, Ph: 0481-2542022	40
16	College of Applied Science Puthuppally, Payyappady P.O., Puthuppally, Kottayam – 686 034, Pin- 686 011, Phone: 0481-2351631, 2351228, Mobile: 8547005040	40
17	College of Applied Science Kaduthurithy, Njeezhoor P. O, Kaduthurithy, Kottayam (Dist), Pin – 686 612, Phone: 04829 - 264177, Mobile: 8547005049	40
18	Technical Higher Secondary School Puthuppally, Puthuppally P.O., Kottayam District - 686011, Phone : 0481-2351485, Mobile: 8547005013	40
	Idukki	
19	IHRD Study Centre Panchayat Building, Near Govt. HSS, Rajakkad.P.O, Idukki-685566, Ph: 04868-241636	40
20	College of Applied Science Thodupuzha, Pullimoottil Building, Mariyilkalingu, Moolamattom Road, Thodupuzha Post, Idukki (Dist), Pin – 685334, Phone: 04862 228447, 228811, Mobile: 8547005047	40
21	College of Applied 5th floor, KSHB Shopping Complex near old Private Bus stand, Kattappana, Idukki District, Pin - 685 508, Phone: 04868-250160, Mobile: 8547005053	40
22	College of Applied Science Peermade, PWD Rest House Campus, Kuttikkanam P. O, Peerumede, Idukki (Dist), Pin – 685 531, Phone: 04869- 232373, Mobile: 8547005041	40
23	Technical Higher Secondary School,Muttom P.O., Thodupuzha, Idukki - 685 587, Phone : 04862-255755	40
	Ernakulam	
24	Technical Higher Secondary School, Govt. HSS Campus, High Road, Aluva, Ernakulam – 683 101, Phone: 0484-2623573	40

25	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2341410	40 (Part time)
26	Model Technical Higher Secondary School Kaprassery, Nedumbassery, Chengamanadu, Pin – 683 585 Ph: 0484-2604116, 2603753, 8547005015	40
27	College of Applied Science Puthenvelikkara, Elenthikara P.O, North Paravoor, Ernakulam (Dist), Pin – 683 594, Phone: 0484- 2487790, Mobile: 8547005069	40 (Part time)
28	Model Technical Higher Secondary School Kaloor, Kaloor P.O., Ernakulam District – 682017, Phone : 0484-2347132, Mobile : 8547005008	40 (Part time)
Thrissur		
29	Extension Centre of IHRD, Mini Civil Station, Cherpu, Phone: 0487-2340234	40
30	College of Applied Science Chelakkara, Cheerakuzhy, Pazhayannur P.O, Thrissur District, Pin: 680587, Phone: 04884 – 227181, Mobile: 8547005064	40
31	College of Applied Sciences Kodungallur Thattupally, Eriyad P.O,Thrissur (Dist.) Kerala State – 680671, Phone : 0480-2816270	40
Palakkad		
32	College of Applied Sciences Ayalur, Ayalur P.O, Nemmara Via,Palakkad Dist, Pin – 678510, Phone: 0492-3241766,Mobile: 8547005029	40(Part Time)
33	College of Applied Science Kuzhalmannam Chembai Smaraka Vishramakendram Chembarakulam, Kottayi P.O. , Palakkad Dist. Pin – 678 572 Phone : 04922-285577	40
Malappuram		
	College of Applied Science, Vazhakkad, Malappuram, Pin: 673 640, Phone: 0483-2728070	40
34	Extension Centre of IHRD, Near Stadium, Thazhe palam, Tirur, Malappuram - 676 107, Phn: 0494-2423599	40
35	IHRD Centre, Moochikkal, Valanchery P.O, Malappuram – 676 552, Phone: 0494 2646303	40
36	College of Applied Science Muthuvallur, Kondotty Via Malappuram District, Pin: 673638, Phone: 0483 – 2714218, Mobile: 8547005070	40
37	College of Applied Sciences Vattamkulam, Sugapuram P.O, Edapal, Malappuram Dist, Pin – 678510, Phone: 0494-2689655, Mobile: 8547005054	40
38	Technical Higher Secondary School Perinthalmanna, Near Govt. Polytechnic Hostel, Angadippuram P. O. Malappuram District - 679 321,Phone : 04933-225086	40
39	College of Applied Science Muthuvallur, Kondotty Via Malappuram District, Pin: 673638, Phone: 0483 – 2714218, Mobile: 8547005070	40
40	IHRD Extension Centre,Ayankalam P.O.,Thavanur,Malappuram Dt, Kerala–679573 Ph : 0494-2688699	40
Kozhikode		
41	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001, Phn: 0495-2765154	40 (Part time)
42	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104, Ph: 0496-2524920	40
43	College of Applied Sciences Thiruvambadi, Kararasseri P.O, Mukkam (Via), Kozhikode Dist, Pin – 673 602, Phone: 0495-2294263, Mobile: 8547005063	40
44	College of Applied Science Thamarassery, Korangad, Thamarassery P.O, Kozhikode (Dist) – 673 573, Phone: 0495-2223243, Mobile: 8547005025	40 (Part time)
Kannur		
45	E.K. Nayanar Memorial Model Polytechnic College, Kalliassery, Kalliassery P.O, Kannur – 670 562, Ph: 0497 2780287	40
46	College of Applied Science Pattuvam,Kayyamthadam, Ariyil Post,Taliparamba (Via), Kannur Dist,Pin– 670143,Phone: 0460-2206050,Mobile: 8547005048	40
47	College of Applied science Neruvambram,Payyannur,Ezhome P. O, Kannur District, Pin: 670334,Phone : 04972877600, 2752500,Mobile : 8547005089	40
Kasargod		
48	Model College Madikai, Nileshwaram, Kanhirapoli.PO, Via Anandashram, Kanhangad, Kasaragod Dist, Pin – 671 531, Phone: 0467-240911, Mobile: 8547005068	40
49	College of Applied science Manjeswaram, Kumbala P O, Kasaragod District. Pin: 671321, Phone : 04998-215615, Mobile : 8547005058	40

* (out of office hrs batches will be conducted by the Training Centres subject to availability of sufficient candidates and slots)

2. Eligibility for admission : Graduate in any discipline from a recognised University
3. Intake/Batch : 40 per batch
4. Medium of Instruction : English
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 is available to download from the website:. **www.ihrd.ac.in**. Copy of Application form is also available from Training Centre also. Filled up applications accompanied by copy of Certificates and Registration fee of Rs.150/- by cash/DD (Rs.100/- for SC/ST candidates) (DD drawn in favour of the head of Training Centre) and attested copies of mark list of the final year degree examination & degree certificate should reach the head of the chosen training centre on or before the last date prescribed. Candidates are precluded from applying to more than one training center for admission. Once selected, transfer from one training centre to another will not be given under any circumstances.
The application without registration fee or supporting documents will be rejected without assigning any reason.
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8. Reservation

25% of the seats is reserved for SC/ST/OEC students. 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 unavailed seat if any under SC quota will go to the ST quota and vice versa.

9. Basis of Selection

On the basis of aggregate percentage of marks secured in the Final Year Degree 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*)**

First Semester **:** Computers & Information Technology, Computer Networks & Internet, Programming Techniques, Software Development & Databases, Lab Practice - 1 (, C++, Python), Lab Practice - 2 (PC Skills & Database).

Second Semester **:** Advanced Web Technologies, Programming in Java & Android, Advances in Information Technology, Lab Practice - 3 (ASP.Net, PHP), Lab Practice – 4 (Java & Android), Project work.

 ***Medium of Instruction/ Exam will be in English**

 ****Contents of syllabus revised as per Government Order No. G.O(MS) No. 10/2019/ITD dated 04/06/2019 from Electronics & Information Technology (B) Department.**

12. Details of fee

Admission fee	:	Rs.300.00
Tuition fee *	:	Rs.8150.00 per semester
Caution Deposit (Refundable)	:	Rs.500.00
Examination fee *	:	Rs.750.00 per semester

 * To be paid at the time of admission and beginning of the 2nd semester course.
  (Fees once paid will not be refunded under any circumstances)

13 IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. However the SC/ST/OEC candidates selected under reservation quota shall be provisionally exempted from payment of the prescribed fees provided they submit application for educational concession from the Scheduled Caste Development Department in the prescribed form along with the supporting documents within 15 days from the date of commencement of the regular classes. If they fail to do so, they should pay the prescribed fees. The sanctioning of educational concession to the above categories of students will be subject to Government Orders issued by SC Development Department from time to time.

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 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 semester Examinations will be conducted by the IHRD, immediately after the completion of each semester.

2. Candidates who have secured a minimum of 75% of the attendance during the semester only are eligible for the registration for semester examination.

3. Students who have shortage of attendance, but not condoned, in any semesters are not eligible to be promoted to the higher semesters. They may seek re-admission.

4. A candidate will have up to **four** consecutive chances for appearing a semester 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. A Candidate is eligible for attending second semester of the course, only if he/she completes the first semester course and has registered for the first semester regular examination.

6. Candidates who have not secured the minimum attendance during the semester or those who have failed for sessional marks (Continuous Assessment) even for one subject have to repeat the semester by paying the prescribed semester fees.

7. The minimum marks required for a pass in each subject will be 50% of maximum marks. (ie, for theory/practical and sessional put together.) However individual minimum of 40% is required for theory/practical and sessional of each subject, separately. There is no provision for improvement of sessional (CE) marks, unless the candidate repeats the semester study.

8. A candidates is required to complete both the semesters and register for second semester regular examination within 24 months from the date of admission. Candidates who are unable to register for second semester regular examination within 24 months have to repeat the entire course from the first semester.

9. A candidate who has completed the first semester and registered for the first semester examinations, but has discontinued the course on medical reasons or otherwise, will be re-admitted to the second semester of the course on the following conditions.

i) The candidate must have requested for re-admission to the course within 18 months from the date of admission.

ii) The syllabus and the scheme for first & second semester of the course he/she will be attending, must be the same.

iii) The eligible candidate can be re-admitted, subject to the availability of vacant seat at the training centre.

iv) The candidate should pay a re-admission fee and a re-registration fee for examination in addition to the normal prescribed semester fees.

v) If the schemes are different, the candidate can repeat the course from first semester as per the revised scheme and is eligible for 50% concession on tuition fee during first semester. But he/she should pay all other fees (admission, exam etc.) during the first semester and fee for second semester at normal rates. The above fee concession is applicable as per the following conditions only.

   a) The candidate has registered for the first semester regular examination under old scheme.

   b) The candidate should be re-admitted to the first semester under revised scheme, within 18 months from the date of previous admission under old scheme.

   c) The Director, IHRD has issued a written sanction for fee concession.

16. Those who pass the first and second semesters in the first chance securing an aggregate of 75% or more marks put together will be declared to have passed the course in " First Class with Distinction".

i) Those who pass the first and second semesters in the first chance securing an aggregate of 60% or more marks put together will be declared to have passed the course in " First Class".

ii) Those who pass the first semester supplementary examination along with the second semester regular examination, securing an aggregate of 60% or more marks put together will be declared to have passed the course in " First Class".

iii) All other successful candidates will be placed in the "Second Class".

17. All successful candidates will be awarded a "Post Graduate Diploma" by the IHRD.

18. The detailed scheme and syllabus, Rules and Regulations of PGDCA course/Examination is available in each centre for the information of students, students may obtain the same from the concerned centre and read carefully before undergoing the course.

Sd/-

Thiruvananthapuram   **DIRECTOR**
Date : 24.09.2020