INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
N.H. BYPASS JUNCTION, CHACKAI, THIRUVANANTHAPURAM-24

PROCEEDINGS

IHRD, TVPM – For the preparation of Online video contents, Study materials and Lab Manual for PGDCA/PGDCF/DDTOA/DCA/CCLIS courses - Panel of expert faculty members – Sanctioned – Orders issued.

No.IHRD/1137/2023-DB1   Dated, Thiruvananthapuram, 29-02.2024

Read: 1. Minutes of the Meeting of the Academic Committee for IHRD courses dated.12.01.2024
      2. This office proceedings of even No.dated. 16.02.2024

ORDER

As per the reference cited syllabus revision decision has been taken in the meeting on 8th December 2023 (offline meeting) it had decided to revise the syllabus of the existing PGDCA, PGDCF, DDTOA, DCA & CCLIS courses and each subject of the revised courses to be conducted in hybrid mode. The revised syllabuses were approved in the meeting on 12.01.2024 (online meeting). It has also decided to prepare lecture video of the subjects to be conducted online. The committee had also furnished a panel of faculty members for the preparation of study materials, lecture videos and lab manual of IHRD courses.

The matter has been examined in detail and sanction is accorded to prepare online video contents, study materials and lab manual for PGDCA/PGDCF/DDTOA/DCA/CCLIS courses with the following expert faculty members.

Post Graduate Diploma in Computer Applications (PGDCA)

1.Sri.Dileep Kumar K, Principal, Model Polytechnic College, Mattakkara   - Co-ordinator
2.Sri.Vinod Kumar K, Lecturer in Computer, College of Applied Science, Kozhikode,
3.Smt.Jyothi E, Junior System Analyst, College of Applied Science, Kozhikode
4.Smt.Beena E,Lecturer in Computer Science, College of Applied Science, Vazhakkad
5.Smt.Anne Jacob Silja, Lecturer in Computer Application, College of Applied Science, Thodupuzha,
6.Smt.Jeessy M. Jose, Lecturer in Computer Application, College of Applied Science, Thodupuzha

Post Graduate Diploma in Cyber Forensics & Security (PGDCF)

1.Sri.Raj Kumar T, Assistant Professor in Computer Engg, College of Engineering, Kallooppara

Diploma in Data entry Techniques & Office Automation (DDTOA)

1.Smt.Jayasree C. S, Officer in Charge, Regional Centre, Thiruvananthapuram   - Co-ordinator
2.Smt.Keerthi K.K, Computer Programmer, Extension Centre, Cherpu
3.Smt.Salini N.B, Computer Programmer, Extension Centre, Cherpu

Diploma in Computer Applications (DCA)

1.Sri.Sajan J.R, Principal, College of Applied Science, Attappadi   - Co-ordinator
2.Smt.Sahana P K, Computer Programmer, College of Applied Science, Kozhikode
3.Sri.Abdul Assees P.H, Computer Programmer, Technical Higher Secondary School, Puthuppally
4.Sri.Vijoy V, Computer Programmer, Regional Centre, Thiruvananthapuram
5.Smt.Jaimole C S, Computer Programmer, Study Centre, Rajakkad

Certificate Course in Library and Information Science (CCLIS)
1. Dr.Aysha V, Principal, College of Applied Science, Ayalur   -   Co-ordinator
2. Smt.Sleena S, Librarian Grade III, College of Applied Science, Ayalur
3. Smt.Mini K, Librarian Grade III, College of Applied Science, Vadakkencherry
4. Sri.Padmanabhan P, Librarian Grade III, College of Applied Science, Cheemeni

      The responsibilities of the above mentioned panel of members include preparation of course material, issuing guidelines regarding implementation of the programme, especially new topics in revised syllabus, preparation of lab manuals, identification of topics that can be delivered through online/video mode, preparation of high quality video lectures for hybrid teaching method, coordination and monitoring of online classes conducted for group of institutions.

      The faculty members have to prepare - in the first instance - learning materials ie. online video contents, study materials, lab manuals etc for the first modules of each paper of these courses within a time span of 10 days from the date of receipt of this order and finish the rest of the modules subsequently within one month and communicate the same to the undersigned for distribution among all institutions where these courses are being conducted. For preparing study materials, lab manuals etc copying from sources like books, Internet etc. should be avoided.

      This work shall be treated as part of academic contribution from faculty members to the institution and monetary benefits will not be awarded.

DIRECTOR

To

1. The incumbents concerned (Through the HOI concerned)
2. The Head of institutions concerned
3. Chairperson, Academic Committee for IHRD courses
4. Sri.Basil Gomez A, System Analyst Hr.Grade, Exam Coordinator, IHRD Courses
5. PA to Director
6. S.F/O.C