



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
(Established by Government of Kerala)

ADMISSION TO  
**Diploma in Data Entry Techniques &  
Office Automation**

**March 2024**

**PROSPECTUS**

*(Prospectus issued for previous years/ batches are not valid for March 2024)*

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT** is an autonomous institute established by Government of Kerala. The Institute invites application for admission to the two semesters Diploma Course in Data entry Techniques & Office Automation. The scheme of study and syllabi have been updated incorporating advanced topics. This course is targeted to the employment opportunity *in the Private sector and for self-employment*, as a data-entry/DTP operator. The details are given below.

### 1. Course Centres.

SI No	Name of Centre	No. of seats per batch
		Day time
<b>Thiruvananthapuram</b>		
1	College of Engineering, Attingal, Near KSRTC Busstand, Attingal P.O, Trivandurm, Pin - 695 101. Phone No :0470-2627400 (O) Fax No :0470-2627400 Mobile : 8547005037	40
2	Regional Centre of IHRD, Muttada, Muttada P.O, Thiruvananthapuram Dist., Pin - 695004 0471-2550612, 2554947, Mobile : 8547005087	40
3	Model Finishing School, Vikas Bhavan P.O, P.M.G, Thiruvananthapuram - 695033, Ph: 2307733	40
4	College of Applied Science Dhanuvachapuram, NKM H S School Campus, Dhanuvachapuram, Thiruvananthapuram Dist, Pin- 695503, Phone: 0471-2234373,2234374, Mobile : 8547005065	40
5	Technical Higher Secondary School, Muttada, Muttada P.O, Thiruvananthapuram Dist., Pin - 695004, Phone: 0471-2543888, Mobile: 8547005017, 9447242722	40
<b>Kollam</b>		
6	College of Engineering, Thrikkannamangal, ETC. P. O, Kottarakkara, Kollam - 691 531 Ph : 0474-2453300	40
7	College of Engineering, Karunagappally, Thodiyoor P.O, Kollam Phone : 0476-2665935, 2666160	40
8	Model Polytechnic College, Edakulangara P. O, Karunagappally, Kollam - 690 562, Ph : 0476-2623597	40
9	Extension Centre of IHRD, Kerala Ceramics showroom Building, Mukkada, Kundara - 691 501, Phone: 0474 2580462	40
10	College of Applied Science Kundara, Thettikunnam, Kundara P.O, Kollam Dist, Pin - 691501, Phone: 0474-2580866, Mobile: 8547005066	40
11	College of Applied Science, Kottarakkara, E.T.C. P.O.,Kottarakkara, Kollam, Kerala - 691531 Mobile : 8089754259	40
<b>Pathanamthitta</b>		
12	College of Engineering, Manakala. P.O., Adoor, Pathanamthitta District, Kerala State. Pin : 691 551 Phone: +91-4734-230640(P) Phone: +91-4734-231995(O) Mobile : 8547005100	40
13	College of Engineering, Kalloppara, Kadamankulam.P.O. Thiruvalla (Via) Pathanamthitta Dist. Kerala State Pin- 689 583 Phone: 0469-2677890(P), Phone: 0469-2678983(O), Mobile : 8547005034	40
14	College of Applied Science, Adoor, Pin - 691523, Ph: 04734-224076	40
15	College of Applied Science, Kalanjoor, Kalanjoor. P. O, Pathanamthitta Dist., Pin - 689694, Ph: 04734-272320	40
16	College of Applied Science Konni Elimullumplackal P.O Konni, Pathanamthitta Dist Phone : 0468 2382280	40
17	College of Applied Science Mallappally, Peakuzhiyil Buildings, Mallappally (W) P. O, Pathanamthitta (Dist), PIN- 689 585, Phone: 0469- 2681426, Mobile: 8547005033	40
18	Technical Higher Secondary School, Mallappally, Mallappally East. P.O, Pathanamthitta District, Kerala State: Pin 689 584, Phone: 0469-2680574/2784994, Mobile : 8547005010	40
19	Technical Higher Secondary School Adoor, KIP Campus, Adoor P.O, Pathanamthitta Dist, Pin: 691523, Phone: 04734-224078, Mobile: 8547005020	40
20	College of Applied Science Ayroor, Ayroor South P.O, Pathanamthitta Dist, Kerala -689 611 Phone : 04735-296833, Mobile : 9747190302	40
<b>Alappuzha</b>		
21	College of Engineering, Chengannur, Alleppuzha District. Kerala state. Pin - 689 121 Phone : 0479-2456046, Phone : 0479-2454125	40
22	College of Engineering, Cherthala Ottappunna, Pallipuram.P.O. Cherthala-688541 Ph : +91 478 2552714, Ph : +91 478 2553416,	40
23	College of Applied Science, Govt. UPS Campus, Karthikappally, Haripad - 690516, Ph : 0479-2485370	40
24	College of Applied Science, Govt. Boy's High School Campus, (Vocational Higher Secondary School), Mavelikkara - 690 101, Phone : 0479-2304494 (O)	40
25	Technical Higher Secondary School College of Engineering Campus, Ottappunna, Pallipuram.P.O, Cherthala, Alappuzha Phone: 0478-2552828.	40
26	College of Applied Science Perissery, Perissery P.O., Chengannur,Alappuzha Dist, Pin: 689126, Phone: 0479-2456499, Mobile: 9747190302	40
<b>Kottayam</b>		
27	College of Engineering, Poonjar, Thekkekkara P.O, Erattupettah, Kottayam Dist., Kerala State, India.Pin .686 582, Ph: 04822-271737(O), 04822-271511(O), Mobile : 8547005035	40
28	Model Polytechnic College, Mattakkara P.O, Kottayam Dist., Pin - 686 564, Phone: 0481-2542022, Mobile: 8547005081	40

29	College of Applied Science Puthuppally, Payyappady P.O., Puthuppally, Kottayam – 686 034, Pin– 686 011, Phone: 0481-2351631, 2351228, Mobile: 8547005040	40
30	College of Applied Science, Kaduthurithy, Njeezhoor P O, Kaduthurithy Kottayam (Dist)., Pin – 686 612, Phone: 04829– 264177, Mobile: 8547005049	40
31	Technical Higher Secondary School Puthuppally, Puthuppally P.O., Kottayam District – 686011, Phone : 0481-2351485, Mobile: 8547005013	40
32	College of Applied Science Kanjirappally, Petta Govt. HS Campu, Kanjirappally Kottayam (Dist). Pin – 686 507, Phone : 04828– 206480, 206600, Mobile : 8547005075	40
<b>Idukki</b>		
33	IHRD Study Centre Panchayat Building, Near Govt. HSS, Rajakkad.P.O, Idukki–685566, Ph: 04868–241636.	40
34	Model Polytechnic College, Model Polytechnic Office, Idukki Development authority, Painavu, Idukki Dist., Pin – 685 603, Phone: 04862–2322460	40
35	College of Applied Science Peermade, PWD Rest House Campus, Kuttikkanam P.O, Peermade, Idukki (Dist), Pin – 685 531, Phone: 04869– 232373, Mobile: 8547005041	40
36	College of Applied Science Thodupuzha, Near Court Complex, Muttom P.O, Thodupuzha, Idukki (Dist), Pin – 685587, Phone: 04862–257447, 257811, Mobile: 8547005047	40
37	College of Applied Science, 5 <sup>th</sup> floor, KSHB Shopping Complex near old Private Bus stand, Kattappana, Idukki District, Pin – 685 508, Phone: 04868–250160, Mobile: 8547005053	40
38	College of Applied Science Nedumkandam, Panchady Road, West Junction Nedumkandam, Idukki (Dist), Pin– 685 553, Phone: 0468– 234472, Mobile: 8547005067	40
39	College of Applied Science Marayoor, Anchunadu, Sahayagiri Post Kanthalloor, Via Marayoor, Idukki (Dist), Pin– 685 620, Phone: 0468– 253010, Mobile: 8547005072	40
40	Technical Higher Secondary School, Muttom P.O., Thodupuzha, Idukki – 685 587, Phone : 04862–255755	40
41	Technical Higher Secondary School Peermade, Near Govt. Guest House, Kuttikkanam P.O, Peermade, Idukki District – 685531, Phone: 04869–232899, Mobile:8547005011	40
<b>Ernakulam</b>		
42	Model Engineering College, B.M.C. PO, Thrikkakkara, Kochi, Kerala State – Pin: 682021 Phone:0484–2575370(O) Phone:0484–2577379(P)	40
43	College of Applied Science, Puthenvelikkara. P. O, North Paravur, Ernakulam – 683594, Phone No: 0484–2487790	40
44	Technical Higher Secondary School Govt. HSS Campus, High Road Aluva, Ernakulam – 683 101, Phone: 0484–2623573.	40
45	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2341410	40
46	Technical Higher Secondary School Kaloor, Kaloor P.O., Ernakulam District – 682017, Phone: 0484–2347132, Mobile: 8547005008	40
47	Model THSS Kaprassery, Nedumbassery P.O., Ernakulam District – 683585, Phone: 0484–2604116, Mobile: 8547005015	40
48	IHRD Regional Centre, Edappally High School Campus, Edappally, Ernakulam District –682024 Phone : 0484–2337838, Mobile : 8547005092	40
<b>Thrissur</b>		
49	Extension Centre of IHRD, Mini Civil Station, Cherpu, Ph: 0487–2340234	40
50	K.Karunakaran Memorial, Model Polytechnic College, Kallettumkara, Kallettumkara P.O., Mala, Thrissur District., Pin – 680 683, Phone: 0480–2720746, Mobile: 8547005080	40
51	College of Applied Science Nattika, Valapad Post, Thrissur (Dist )– 680567, Phone: 0487–2395177, Mobile: 8547005057	40
52	College of Applied Science Chelakkara, Cheerakuzhy, Pazhayannur P.O, Thrissur District, Pin: 680587, Phone: 04884 – 227181, Mobile: 8547005064	40
53	Technical Higher Secondary School, Govt. U.P. School Campus, Avanur P.O.,Varadium, Thrissur District – 680 541, Phone: 0487–2214773, Mobile: 8547005022	40
54	College of Applied Sciences Kodungallur, Govt. HSS Campus, Edavilangu P.O., Thrissur Dist. Pin – 680671 Phone: 0480–2812280 Mobile : 8547005078	40
<b>Palakkad</b>		
55	Model Residential Polytechnic College, Kuzhalmanam., Kannanur P O., Kuzhalmannam, Palakkad Dist., Pin– 678 702, Phone: 04922 2729007, Mobile: 8547005086	40
56	College of Applied Science Vadakkencherry, Erassankulam, Vadakkencherry (MBR), Palakkad (Dist )– 678 683, Phone: 04922–255061, 203333, Mobile: 8547005042	40
57	College of Applied Science Kuzhalmannam, Chembai Smaraka Vishramakendram, Chembarakulam, Kottayi P.O., Palakkad Dist., Pin – 678 57, Phone: 04922–285577, Mobile : 8547005061	40
58	College of Applied Sciences Malampuzha, Kalleppully P.O., Palakkad Dist., Pin – 678000, Phone: 0491–2530010, Mobile: 8547005062	40
59	College of Applied Sciences Agali, Agali P.O, Attappadi,Palakkad Dist. Pin – 678581, Phone: 04924–254699, Mobile: 9446163007	40
60	College of Applied Sciences Ayalur, Ayalur P.O, Nemmara Via, Palakkad Dist., Pin – 678510, Phone: 0492–3241766, Mobile: 8547005029	40
<b>Malappuram</b>		
61	College of Applied Science, Muthuvallur, Muthuvallur. P. O, Kondotty (Via), Malappuram – 673 638, Ph: 0483 2714218	40
62	Extension Centre of IHRD, Opposite Town Hall, Tharif Bazar, Tirur (PO), Malappuram Dist. Pin 676101. Ph: 0494–2423599	40

63	IHRD Centre, Moochikkal, Valanchery P.O, Malappuram - 676 552, Phone: 0494- 2646303	40
64	College of Applied Science Malappuram, Govt. College campus, Munduparamba P O, Malappuram (Dist)., Pin - 676 509, Phone: 0483-2736211, Mobile: 8547005043	40
65	College of Applied Sciences Vazhakkad, Vazhakkad P.O., Malappuram Dist,Pin - 673640, Phone: 0483-2727070, 2728070, Mobile: 8547005055	40
66	College of Applied Sciences Vattamkulam, Sugapuram P.O., Edapal, Malappuram Dist., Pin - 678510, Phone: 0494-2689655, Mobile: 8547005054	40
67	Technical Higher Secondary School, Vazhakkad Post, Malappuram Dist, Pin - 673 640, Phone: 0483-2725215, Mobile: 8547005009	40
68	Technical Higher Secondary School, Vattamkulam, Nellissery, Sukapuram P.O., Via Edappal, Malappuram Dist., Pin - 679 576, Phone: 0494-2681498, Mobile: 8547005012	40
69	Technical Higher Secondary School, Perinthalmanna, Near Govt. Polytechnic Hostel, Angadippuram P. O, Malappuram District - 679 321, Phone : 04933-225086, Mobile: 9447404905	40
70	IHRD Extension Centre,Ayankalam P.O.,Thavanur,Malappuram Dt, Kerala-679573 Ph : 0494-2688699	40
<b>Kozhikode</b>		
71	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode - 673001, Ph : 0495-2765154	40
72	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104, Ph : 0496-2524920	40
73	College of Applied Science Nadapuram, GHSS Kallachi Campus, Kallachi P.O., Kozhikode Dist., Pin - 678 572, Phone: 0496-2556300, Mobile: 8547005056	40
74	College of Applied Sciences Thiruvambadi, Kararasseril P.O., Mukkam (Via), Kozhikode Dist. Pin - 673 602, Phone: 0495-2294263, Mobile: 8547005063	40
75	Technical Higher Secondary School Thiruthiyad, Thiruthiyad, Puthiyara P.O., Kozhikode District - 673 004, Phone: 0495-2721070, Mobile: 8547005031	40
76	College of Applied Science Thamarassery, Korangad, Thamarassery P.O, Kozhikode (Dist ) - 673 573, Phone: 0495-2223243, Mobile: 8547005025	40
<b>Wayanad</b>		
77	P K Kalan Memorial College of Applied Science, Nallurnadu P O, Mananthavady, Wayanad - 670645, Phone: 04935- 245484, Mobile: 8547005060	40
78	Model College Meenagadi, PBM Buildings Meenagadi P.O., Wayanad Dist., Pin - 673 591, Phone: 04936-246446, Mobile: 8547005077	40
<b>Kannur</b>		
79	Model Polytechnic College, MPT Office, Kalliassery L.P.S Campus, Kalliassery, Kannur - 670 562, Ph: 0497 2780287	40
80	College of Applied Science Pattuvam, Kayyamthadam, Ariyil Post, Taliparamba (Via), Kannur Dist., Pin- 670143, Phone: 0460-2206050, Mobile: 8547005048	40
81	College of Applied Science Kuthuparamba, Kottayam Malabar P.O, Kannur Dist, Pin - 670 643, Phone: 0490-2362123, Mobile: 8547005051	40
82	EMS College of Applied Science Iritty, Kiliyanthara, P.O., Iritty, Kannur Dist., Pincode - 670 706, Phone: 0490 - 2423044, Mobile: 8547005052	40
83	College of Applied Science Pinarayi, Pinarayi P.O, Kannur Dist, Pincode - 670 741, Phone: 0490 - 2384480, Mobile: 8547005073	40
84	College of Applied science Neruvambram,Payyannur,Ezhome P. O, Kannur District, Pin: 670334,Phone: 04972877600, 2752500,Mobile: 8547005089	40
<b>Kasaragod</b>		
85	College of Applied science Manjeswaram, Kumbala P O, Kasaragod District., Pin: 671321, Phone: 04998-215615, Mobile: 8547005058	40
86	Model College Madikai, Nileschwaram, Kanhipapoli.P.O, Via Anandashram, Kanhangad, Kasaragod Dist, Pin - 671 531, Phone: 0467-240911, Mobile: 8547005068	40
87	College of Applied science Cheemeni Pallipara, P.O.Pettikundu, Cheruvathur (Via) Kasaragod Dist, Pincode- 671 313. Phone : 0467-2257541, Mobile : 8547005052	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 : SSLC Pass/equivalent
3. Medium of Instruction : English
4. Last date for receipt of filled in application : 29.02.2024  
for admission in the training centre
5. Probable date of commencement of classes : 04.03.2024

#### 6. How to apply

The Application form for admission is to be submitted online through the website of IHRD [www.ihrdadmissions.org](http://www.ihrdadmissions.org). The print out taken after submitting online application along with supporting documents shall be submitted to the Head of training centers concerned along with attested copy of mark list of the SSLC examination/Educational Qualifications on or before 29.02.2024. The application registration fee will be Rs.150/- (Rs.100/- for SC/ST candidates). The application registration fee should be paid through the SBI collect

account facility provided along with the online application. Registration fee once remitted shall not be refunded under any circumstances. The details of Application Registration fee remitted should be entered in admission portal while submitting the online application. Application can be obtained directly from the training centres also. Such applications shall be submitted with attested copies of mark lists and certificate and registration fee of Rs.150/- by cash / DD (Rs.100/- for SC/ST candidates) on or before 29.02.2024 4 pm. 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 summarily rejected.

## 7. Reservation

i 25% of the seats will be reserved for SC/ST/OEC Students as per GO (Rt)No.212/11/SCST dtd 14/02/2011. Candidates claiming reservation under SC/ST quota should produce community certificate from a Revenue officer not below the rank of 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.

ii 5% of the seats is reserved for differently abled students as per GO(MS) No.438/2022/HEDN dtd.03.09.2022. Candidates claiming reservation under differently abled quota should produce medical certificate from the competent authority to prove their disability. Claim of reservation without medical certificate will not be considered.

## 8. Basis of Selection

On the basis of aggregate percentage of marks secured in the SSLC Examination.

## 9. 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 head of institution. The students will make their own arrangements to procure the required text books.

## 10. Course Contents (As per Scheme 2024)\*\*

I semester : Computer Fundamentals & Networking, Data Entry Techniques & Word Processing, Functional English, Lab Practice – 1 (Windows, Data Entry, Internet), Lab Practice – 2 (Office Automation Packages)

II semester : Web Technology & Android Applications, Financial Accounting with Tally, Desktop Publishing & Graphics, Lab Practice – 3 (Linux, Internet, Tally) Lab Practice - 4 (DTP, Graphics, Libre Office), Data Entry Speed Test

**\*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.**

## 11. Course Timing

3 hours per day on the basis of availability of slots in the course centres.

## 12. Details of fee

Admission fee	:	Rs.300.00
Tuition fee *	:	Rs.6000.00 per semester
Examination fee*	:	Rs.1000.00 per semester
Caution Deposit (Refundable)	:	Rs.600.00

To be paid at the time of admission and beginning of the 2<sup>nd</sup> 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**

1. 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.
  2. Candidates who have not secured the minimum attendance during the semester or those who have failed for sessional marks (Continuous Evaluation) even for one subject have to repeat the semester by paying the prescribed semester fees.
  3. The minimum marks required for a pass in each subject will be 50% of maximum marks.(ie, for theory/practical and sessional marks put together.) However individual minimum of 40% is required for theory/practical marks and Sessional Marks of each subject, separately. There is no provision for improvement of Sessional Marks, unless the candidate repeats the semester study.
  4. The students who had failed for semester examinations are permitted to register in compartmental or piece meal appearance.
  5. A candidate 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.
  6. 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. The detailed scheme and syllabus, Rules and Regulations of Diploma In DET&OA 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.

Thiruvananthapuram  
Date:16.02.2024

**Sd/-  
DIRECTOR**