



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJO'E TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM - 14

PROCEEDINGS

IHRD - TVPM - Proposed syllabus, rules and regulations for three new diploma courses and revised syllabus, rules and regulations for PGDCA, DCA and DDTOA courses and short term course on 3D printing - Submitted by Syllabus Revision Committee - Approved - Orders Issued.

No.DB1/12102/2009/HRD

Dated, Thiruvananthapuram, 10th January, 2020

Read: 1. This office proceedings of even no. dated. 17.11.2016 and 28.01.2017

2. G.O (MS) No. 10/2019/ITD dated. 04.06.2019 from the Electronics & Information Technology (B) Department.

3. Minutes of the Syllabus Revision Committee held on 02.11.2019.

4. Submitted from Sri. Unnikrishnan Nair. K, Chairman, Syllabus Revision Committee & Principal, CAS, Mavelikkara.

ORDER

As per the reference cited (2) above Higher Education Department had forwarded a Government Order from Electronics and Information Technology Department in connection with the approval in Principles of Elementary and Supervisory level syllabus for standardized IT courses. In the circumstances it had been decided to conduct a meeting of Syllabus Revision Committee to examine the possibility of the revision of syllabus of PGDCA/ DDTOA/ DCA courses to include above topics. As per this office proceedings read (1) above, a Syllabus Revision Committee has been constituted with the faculties from various centres of IHRD for the revision of scheme and syllabus of existing IHRD courses. A meeting of committee constituted under the Chairmanship of Sri. Unnikrishnan Nair K, Principal, College of Applied Science, Mavelikkara held on 02.11.2019 and scrutinized the draft syllabus of PGDCA, DDTOA and DCA courses and included the topics recommended in the G.O(MS) No.10/2019/ITD dtd.04.06.2019 for Elementary & Supervisory levels. The committee has also recommended the certificate courses in Dental Assistance, Financial Accounting, Bio medical Engineering as one semester diploma/ advanced diploma programmes and submitted the revised scheme & syllabus for these three courses and recommended the syllabus of the new short term course on 3D Printing.

As per the minutes of Syllabus Revision Committee held on 02.11.2019 at IHRD Head Quarters and resolved to recommend the revised draft syllabus (Scheme 2020) along with the revised rules and regulations for the conduct of following IHRD courses, pattern of Question Paper and the scheme for internal evaluation.

1. Post Graduate Diploma in Computer Applications (PGDCA) (2 Semesters)
2. Diploma in Data Entry Techniques & Office Automation (DDTOA) (2 Semesters)
3. Diploma in Computer Applications (DCA) (1 Semester)
4. Diploma in Computerized Financial Accounting (DCFA) (1 Semester)
5. Advanced Diploma in Bio Medical Engineering (ADBME) (1 Semester)
6. Diploma in Dental Assistance (DDA) (1 Semester)
7. Short term course on 3D Printing

In the above circumstances, the revised scheme, syllabus and rules as recommended by the committee constituted for the revision of syllabus of above mentioned IHRD courses are approved.

The approved scheme, syllabus and rules will be applicable from January 2020 admission onwards.

Sd/-
Dr. P. Suresh Kumar
DIRECTOR

To

1. All the Course Centres (for information & syllabus updation).
2. All Head of Institutions under IHRD (published in IHRD website - members area).
3. Additional Director for information.
4. Deputy Director
5. Sri. Unnikrishnan Nair. K, Chairman, Syllabus Revision Committee & Principal, CAS, Mavelikkara.
6. All section heads IHRD Head Quarters.
7. S.F/O.C

Forwarded/By Order



Senior Superintendent

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