



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
Government of Kerala

ADMISSION TO  
CERTIFICATE COURSE IN LIBRARY & INFORMATION SCIENCE

**January 2025**

**PROSPECTUS**

*(Prospectus issued for previous years/ batches are not valid for January 2025)*

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT** is a Government of Kerala institution. The Institute invites application for admission to the six months Certificate Course in Library & Information Science. 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.

### 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, Kallooppa, 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, Pallippuram.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, Pallippuram.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, Peerumede, 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 Nedumkandam, Panchady Road, West Junction Nedumkandam, Idukki (Dist), Pin– 685 553, Phone: 0468- 234472, Mobile: 8547005067	40
38	College of Applied Science Marayoor, Anchnadu, Sahayagiri Post Kanthalloor, Via Marayoor, Idukki (Dist), Pin– 685 620, Phone: 0468- 253010, Mobile: 8547005072	40
39	Technical Higher Secondary School, Muttom P.O., Thodupuzha, Idukki – 685 587, Phone : 04862-255755	40
40	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>		
41	Model Engineering College, B.M.C. PO, Thrikkakkara, Kochi, Kerala State – Pin: 682021 Phone:0484-2575370(O) Phone:0484-2577379(P)	40
42	College of Applied Science, Puthenvelikkara. P. O, North Paravur, Ernakulam – 683594, Phone No: 0484-2487790	40
43	Technical Higher Secondary School Govt. HSS Campus, High Road Aluva, Ernakulam – 683 101, Phone: 0484-2623573.	40
44	Model Finishing School, GCDA Complex, Jawaharlal Nehru Stadium, Kaloor, Ernakulam, Ph: 0484 2341410	40
45	Technical Higher Secondary School Kaloor, Kaloor P.O., Ernakulam District – 682017, Phone: 0484-2347132, Mobile: 8547005008	40
46	Model THSS Kaprassery, Nedumbassery P.O., Ernakulam District – 683585, Phone: 0484-2604116, Mobile: 8547005015	40
47	IHRD Regional Centre, Edappally High School Campus, Edappally, Ernakulam District –682024 Phone : 0484-2337838, Mobile : 8547005092	40
<b>Thrissur</b>		
48	Extension Centre of IHRD, Mini Civil Station, Cherpu, Ph: 0487-2340234	40
49	K.Karunakaran Memorial, Model Polytechnic College, Kallettumkara, Kallettumkara P.O., Mala, Thrissur District., Pin – 680 683, Phone: 0480-2720746, Mobile: 8547005080	40
50	College of Applied Science Nattika, Valapad Post, Thrissur (Dist )– 680567, Phone: 0487-2395177, Mobile: 8547005057	40
51	College of Applied Science Chelakkara, Cheerakuzhy, Pazhayannur P.O, Thrissur District, Pin: 680587, Phone: 04884 - 227181, Mobile: 8547005064	40
52	Technical Higher Secondary School, Govt. U.P. School Campus, Avanur P.O.,Varadium, Thrissur District – 680 541, Phone: 0487-2214773, Mobile: 8547005022	40
53	College of Applied Sciences Kodungallur, Govt. HSS Campus, Edavilangu P.O., Thrissur Dist. Pin – 680671 Phone: 0480-2812280 Mobile : 8547005078	40
<b>Palakkad</b>		
54	Model Residential Polytechnic College, Kuzhalmanam., Kannanur P O., Kuzhalmannam, Palakkad Dist., Pin– 678 702, Phone: 04922 2729007, Mobile: 8547005086	40
55	College of Applied Science Vadakkencherry, Erassankulam, Vadakkencherry (MBR), Palakkad (Dist )– 678 683, Phone: 04922-255061, 203333, Mobile: 8547005042	40
56	College of Applied Science Kuzhalmannam, Chembai Smaraka Vishramakendram, Chembarakulam, Kottayi P.O., Palakkad Dist., Pin – 678 57, Phone: 04922-285577, Mobile : 8547005061	40
57	College of Applied Sciences Malampuzha, Kalleppully P.O., Palakkad Dist., Pin – 678000, Phone: 0491-2530010, Mobile: 8547005062	40
58	College of Applied Sciences Agali, Agali P.O, Attappadi, Palakkad Dist. Pin – 678581, Phone: 04924-254699, Mobile: 9446163007	40
59	College of Applied Sciences Ayalur, Ayalur P.O, Nemmara Via, Palakkad Dist., Pin – 678510, Phone: 0492-3241766, Mobile: 8547005029	40
<b>Malappuram</b>		

60	College of Applied Science, Muthuvallur, Muthuvallur. P. O, Kondotty (Via), Malappuram – 673 638, Ph: 0483 2714218	40
61	Extension Centre of IHRD, Opposite Town Hall, Thariff Bazar, Tirur (PO), Malappuram Dist. Pin 676101. Ph: 0494-2423599	40
62	IHRD Centre, Moochikkal, Valanchery P.O, Malappuram – 676 552, Phone: 0494- 2646303	40
63	College of Applied Sciences Vazhakkad, Vazhakkad P.O., Malappuram Dist,Pin – 673640, Phone: 0483-2727070, 2728070, Mobile: 8547005055	40
64	College of Applied Sciences Vattankulam, Sugapuram P.O., Edapal, Malappuram Dist., Pin – 678510, Phone: 0494-2689655, Mobile: 8547005054	40
65	Technical Higher Secondary School, Vazhakkad Post, Malappuram Dist, Pin – 673 640, Phone: 0483-2725215, Mobile: 8547005009	40
66	Technical Higher Secondary School, Vattankulam, Nellissery, Sukapuram P.O., Via Edappal, Malappuram Dist., Pin – 679 576, Phone: 0494-2681498, Mobile: 8547005012	40
67	Technical Higher Secondary School, Perinthalmanna, Near Govt. Polytechnic Hostel, Angadippuram P. O, Malappuram District – 679 321, Phone : 04933-225086, Mobile: 9447404905	40
68	IHRD Extension Centre, Ayankalam P.O., Thavanur, Malappuram Dt, Kerala-679573 Ph : 0494-2688699	40
<b>Kozhikode</b>		
69	College of Applied Science, Panchama School Road, Kiliyanad, Kozhikode – 673001, Ph : 0495-2765154	40
70	Model Polytechnic College, Nut Street, Vadakara, Calicut- 673 104, Ph : 0496-2524920	40
71	College of Applied Science Nadapuram, GHSS Kallachi Campus, Kallachi P.O., Kozhikode Dist., Pin – 678 572, Phone: 0496-2556300, Mobile: 8547005056	40
72	College of Applied Sciences Thiruvambadi, Kararasseri P.O., Mukkam (Via), Kozhikode Dist. Pin – 673 602, Phone: 0495-2294263, Mobile: 8547005063	40
73	Technical Higher Secondary School Thiruthiyad, Thiruthiyad, Puthiyara P.O., Kozhikode District – 673 004, Phone: 0495-2721070, Mobile: 8547005031	40
74	College of Applied Science Thamarassery, Korangad, Thamarassery P.O, Kozhikode (Dist ) – 673 573, Phone: 0495-2223243, Mobile: 8547005025	40
<b>Wayanad</b>		
75	P K Kalan Memorial College of Applied Science, Nallurnadu P O, Mananthavady, Wayanad – 670645, Phone: 04935- 245484, Mobile: 8547005060	40
76	Model College Meenagadi, PBM Buildings Meenagadi P.O., Wayanad Dist., Pin – 673 591, Phone: 04936-246446, Mobile: 8547005077	40
<b>Kannur</b>		
77	Model Polytechnic College, MPT Office, Kalliassery L.P.S Campus, Kalliassery, Kannur – 670 562, Ph: 0497 2780287	40
78	College of Applied Science Pattuvam, Kayyambhadam, Ariyil Post, Taliparamba (Via), Kannur Dist., Pin- 670143, Phone: 0460-2206050, Mobile: 8547005048	40
79	College of Applied Science Kuthuparamba, Kottayam Malabar P.O, Kannur Dist, Pin – 670 643, Phone: 0490-2362123, Mobile: 8547005051	40
80	EMS College of Applied Science Iritty, Kiliyanthara, P.O., Iritty, Kannur Dist., Pincode – 670 706, Phone: 0490 – 2423044, Mobile: 8547005052	40
81	College of Applied Science Pinarayi, Pinarayi P.O, Kannur Dist, Pincode – 670 741, Phone: 0490 – 2384480, Mobile: 8547005073	40
82	College of Applied science Neruvambram, Payyannur, Ezhom P. O, Kannur District, Pin: 670334, Phone: 04972877600, 2752500, Mobile: 8547005089	40
<b>Kasaragod</b>		
83	College of Applied science Manjeswaram, Kumbala P O, Kasaragod District., Pin: 671321, Phone: 04998-215615, Mobile: 8547005058	40
84	Model College Madikai, Nileschwaram, Kanhirapoli.P.O, Via Anandashram, Kanhangad, Kasaragod Dist, Pin – 671 531, Phone: 0467-240911, Mobile: 8547005068	40
85	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. Intake/Batch : 40 per batch
3. Eligibility for admission : A Pass in SSLC from Board of Public Examinations, Kerala, with eligibility for higher education or equivalent
4. Medium of Instruction : English
5. Last date for receipt of filled in application for admission in the respective training centre : 31.12.2024
6. Probable date of commencement of classes : 06.01.2025

## 7. 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 31.12.2024. The application registration fee will be Rs.150/- (Rs.100- for SC/ST candidates). The application registration fee should be paid through the online 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 31.12.2024 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.

## 8. Reservation

- i. 25 % of the intake is reserved for SC/ST candidates. 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.
- 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.

## 9. Basis of Selection

On the basis of aggregate percentage of marks secured in the SSLC 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. Study materials shall be borrowed from Library. The students shall make their own arrangements to procure the required text/reference books that is not available in the Library.

## 11. Course Contents (As per 2024 scheme)

Library Organization & Management, Library Classification & Cataloguing, Information Sources & Services, Information Technology, Library Classification (Practical), Library Cataloguing (Practical), Information Technology (Practical) Familiarization of AI tools.

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

## 12. Details of Fee

Admission fee	: Rs. 300/-
Tuition fee	: Rs. 12000/-
Caution Deposit (Refundable)	: Rs. 600/-
Examination fee	: Rs. 1000/-

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**Total : Rs. 13,900/-**

First Installment of Fee to be paid at the time of admission : **Rs. 7900/-**

Second Installment of Fee to be paid during third month of study : **Rs. 6,000/-**

(fine Rs. 10/- per day including holidays after last date, subject to maximum of Rs. 300/-)

**Note: 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. But the SC/ST/OEC candidates selected under reservation quota shall be provisionally exempted from payment of the prescribed tuition 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. Final Examinations will be conducted by the Institute of Human Resource Development, immediately after the completion of the course.
2. Candidates who have successfully completed the course with minimum of 75% attendance alone will be permitted to register for the final Examination.
3. Maximum number of chances that can be availed of by a student to pass the Final examination is four (consecutive chances)
4. The students who had failed for final examinations are permitted to register in compartment or piece meal appearance.
5. If a candidate discontinues after payment of first installment of the fees and if the student is willing to continue the course next batch, he/she will be re-admitted based on the following conditions.
  - i) The eligible candidate can be re-admitted subject to the availability of seat in the course at that centre.
  - ii) The candidate shall pay re-admission fee of Rs.300/- & exam. re-registration fee of Rs. 300/- in addition to normal prescribed fees.
6. The minimum mark required for a pass in each subject will be 50% i.e. 40% for written examination and 50% for theory and internal evaluation put together.
7. Those who pass the final examination 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.
8. Those who pass the final examination in the first chance securing an aggregate 60% or more marks will be declared to have eligible for 1<sup>st</sup> class. If the candidate secure a minimum of 50% marks in successive appearance such candidate will be placed in the second class.
9. All other successful candidates will be placed in the second class.
10. Those who pass the Examination will be awarded a Certificate in Library & Information Science by the INSTITUTE OF HUMAN RESOURCE DEVELOPMENT.

Thiruvananthapuram  
Date: 11.12.2024

**Sd/-**  
**DIRECTOR**