



IGNOU-SRC

COMMUNITY COLLEGE

PROSPECTUS

State Resource Centre, Kerala
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1. COMMUNITY COLLEGES

- ❖ The Community College is an alternative education system which aims to empower individuals through appropriate skill development leading to gainful employment in collaboration with local industries, NGOs, educational institutions and the community.
- ❖ A Community College may be defined as any institution accredited to award an Associate Degree (AD) as its highest degree.
- ❖ Community Colleges can serve as a bridge from high school to college by providing courses for transfer towards degree programme.
- ❖ The cost of education is significantly less in Community Colleges than other higher learning institutions and Universities.
- ❖ In Community Colleges, one can explore different subject areas before committing to a programme, without having to be so concerned about finances.
- ❖ The Community Colleges can offer intensive guidance counselling which can help the learner to assess his/her abilities, interests and educational options.
- ❖ Now, there are more than 100 Community Colleges established all over India.

These Community Colleges are housed and run by NGOs, autonomous institutions, charitable trusts, missionaries etc. Community Colleges in certain parts of India emerged out of the growing needs of the unemployed youth and disadvantaged sections of the society who usually fail to acquire skills for gainful employment.

2. IGNOU AND COMMUNITY COLLEGES

Indira Gandhi National Open University (IGNOU) is the prominent institution in India providing access to high quality education to all those who seek it irrespective of age, religion and gender. It offers need based academic programmes through open distance learning mode. IGNOU is an apex institution for setting and maintaining standards in distance learning.

- ❖ Indira Gandhi National Open University has taken the initiative to launch Community Colleges all over India with the support of various GOs and NGOs and educational institutions.
- ❖ This is a new venture/attempt to channelise an academic path for the under privileged category to reach out to formal education by framing the Associate Degree and Transfer Programme.

3. IGNOU-SRC COMMUNITY COLLEGE

- ❖ The IGNOU-SRC Community College is an institution registered under IGNOU for providing Associate Degree, Diploma and Certificate programmes to the needy.
- ❖ The IGNOU-SRC Community College will serve as an extension centre for educational activities undertaken by SRC, Kerala with the technical support, advice and help of IGNOU.
- ❖ As an agency in the field of Non-formal and Adult Education, the activities of SRC can be strengthened and accredited through newly formed Community College.

4. SRC, KERALA

- ❖ State Resource Centre, Kerala is an autonomous institution under the Ministry of HRD, Government of India.
- ❖ It provides academic and technical resource support to all agencies in the state, engaged in Non-formal, Adult and Continuing Education.
- ❖ The Management of SRC, Kerala is vested with a Governing Body consisting of 15 members, under the Chairmanship of Secretary, General Education Department, Govt. of Kerala.
- ❖ Director is the executive head of the organization. The staff comprises of personnel in three categories viz., Academic, Administrative and Technical.
- ❖ The jurisdiction of SRC extends throughout Kerala and Lakshadweep Islands.
- ❖ The Ministry of HRD, from January 2007 onwards, accredited SRC Kerala with 'A' grade. In order to facilitate the programme, SRC is having Resource panels in various disciplines.

4.1 Major Functions

- ❖ Training of various functionaries
- ❖ Educational Material Preparation
- ❖ Research
- ❖ Monitoring and Evaluation
- ❖ Publication
- ❖ Innovative Programmes

4.2 Major Achievements

- ❖ Received the prestigious NLM-UNESCO Award in the year 2003.
- ❖ Management Development Institute (MDI), Gurgaon, evaluated SRC in 2003 and accredited the institution with 'A' grade for its outstanding and meritorious works in the field of AE, CE, PE etc.
- ❖ Trained more than 1,00,000 Literacy and Continuing Education functionaries of the state during the last 25 years.
- ❖ Conducted more than 75 research and evaluation studies in Adult and non-formal education.
- ❖ Published more than 1000 titles of Literacy, Post literacy and Continuing Education materials.
- ❖ Extended programmes to Lakshadweep Islands.
- ❖ Special programmes are chalked out for prisoners, inmates of Juvenile homes and rescue homes.

5. GENERAL INFORMATION ABOUT PROGRAMMES

5.1 Introduction

IGNOU-SRC Community College offers programmes through distance and open learning mode utilizing multiple media. The courses launched are leading to certificate and diploma, which are suitable to the present social set up and job market. The courses are designed after a need assessment exercise. IGNOU will provide certificates to candidates who complete the programmes successfully.

5.2 Launching Year

The programmes through IGNOU-SRC Community College have been launched with effect from July 2010 academic session. It will be offered in January and July sessions every year. The courses are offered throughout the State with the help of District Literacy Missions, Jan Shikshan Sansthan and selected Non-Governmental Organizations.

5.3 Programme Objectives

1. To provide competency and to build the capacity of the potential clientele.
2. To develop knowledge and understanding of the community, social workers, NGO representatives.

3. To upgrade the technical/vocational skills of the people.
4. To promote lifelong learning situations of the community.

5.4 Eligibility Criteria

The minimum qualification required for admission depends upon the nature of the programme. There is no maximum age limit; however the minimum age shall be 18 years.

5.5 Medium of Instruction

Both English and Malayalam medium are used for the programmes and the candidates have the choice to select the medium.

5.6 Duration of the Course

Minimum duration for the certificate course is 6 months and maximum is 2 years while the Diploma courses have the minimum duration of 1 year and maximum of 4 years. The candidates who incomplete/scores below the desired level can appear at the next term-end examination by remitting additional examination fee.

5.7 Programme Fee

The details of the fee structure is provided along with each academic programme.

5.8 Application Form & Prospectus

Prospectus including application form can be had from the office for Rs. 100/- and for Rs. 150/- by post. Request for application along with the DD in favour of the Director SRC payable at Thiruvananthapuram may be send to the Director, State Resource Centre, Nandavanam, Vikas Bhavan.P.O, Thiruvananthapuram-695033. The fee (for the Application and prospectus) once paid will not be re-funded.

Detach the application form, Student Card and Acknowledgement Card from the prospectus.

The prospectus and application form is available in the website www.srckerala.org and can be down loaded. In this case an additional fee of Rs. 100 should be remitted through DD along with the programme fee.

5.9 Instructional System

The programme of the Community College are different from those of the other conventional academic programmes. They are mainly learner centered. In this approach learner is the active participant in the teaching – learning process. Main part of the instruction is imparted through distance mode of communication. Assignments,

responses, face to face counselling sessions, practical sessions, Project work and contact classes are also included under the programme. In addition to print materials, Audio-video programme are also imparted. Practical sessions will be arranged at various locations where sufficient number of learners are there. The expertise and experience of different stakeholders will be utilized for the practical sessions and contact classes.

5.10 Contact Personnel

For the details regarding course materials, examination, certificate, identity card, fee receipt, and change of address the candidates should contact the Director, State Resource Centre, Nandavanam, Vikas Bhavan.P.O. Thiruvananthapuram - 695033.

For details regarding the specific course, contact the concerned Programme Coordinators (Please see the details appended).

5.11 Operational Schedule

(a) Certificate Courses (2011)

July	-	Despatch of the study materials.
August	-	Beginning of the Academic counselling and contact classes
September	-	Various study materials-submission of assignments
October	-	Various activities/practicals
November	-	Model Examination
December	-	Term-end Examination

(b) Diploma Courses (2011)

July	-	Despatch of the study materials.
August	-	Beginning of the Academic counselling and contact classes
September	-	Submission of Assignments
October	-	Practical session - 1st phase
November	-	Counselling session and assignments
December	-	Practical session - 2nd phase
January	-	Counselling session and assignments
February	-	Project work (if any)
March	-	Counselling session and assignments
April	-	Practical session - 3rd phase
May	-	Model Examination
June	-	Term end Examination

5.12 Evaluation/Examination

The scheme of evaluation of the performance of the learners in Theory & Practical will be as follows.

1. Theory

- (a) Self Evaluation
- (b) Continuous evaluation in the form of compulsory assignments
- (c) Term end Examination

2. Practical

- (a) Community based practical activities
- (b) Project work

Grading system is followed for both theory and practical evaluations. In order to successfully complete the programme, the learner must obtain at least 'D' grade in each course/examination. However, overall average of grades in both continuous evaluation and term end examination should be at least 'C'

If a learner has missed any term end examination for any reason she/he may appear in the subsequent term end examination. However if the number of learners enrolled is less, the course may not be repeated in the next session.

Letter grade system is used for grading at continuous and term end examination, components and declaration of result. On the basis of total grade points of continuous and term end examination of a course, the course grade is awarded on the basis of a 5 point scale shown as follows.

Grade	Qualitative level	Grade points	Average point range	Percentage equivalent
A	Excellent	5	4.50 & above	Above 80%
B	Very Good	4	3.5 to 4.49	60% to 79.9%
C	Good	3	2.50 to 3.49	50% to 59.9%
D	Satisfactory	2	1.50 to 2.49	40% to 49.9%
E	Unsatisfactory	1	Below 1.49	Below 40%

For successful completion of each programme under the Community College, the learner must get at least 'C' grade in each theory and practical course separately.

5.13 Submission of Assignments

Assignments practically enhance the understanding as well as skills of articulation and expression in writing, grasping power and self study. The details of assignments will be intimated to the learners along with the study materials. The assignments should reflect your own ideas. The assignments carry a weightage of 30% marks. Those who do not complete the assignments, within the time schedule, have to attempt the same next year. Assignments should be prepared in the following format.

	Enrollment No
	Name
	Address

	Date
Course Title	
Course Code	
Assignment code	

5.14 Project Work

All programmes under SRC Community College do not have project work. The details of Project work in concerned programme will be intimated to you along with study materials.

5.15 Practical

Practical sessions are also envisaged in selected programmes. Students can undergo practical in any of the institution approved by the SRC Community College. Details of practical (if any) will be intimated to you along with programme materials.

5.16 Term-End Examination

The term end examination carries 60% of weightage in the scheme of evaluation for the final result of each course (40% for Continuous Evaluation). The term end examination will be conducted after six months in certificate programme and one year in diploma programmes. The examination form should be submitted by each learner one month before the end of each term. The model format is given in programme guide. The examination centre will be announced / intimated along with the hall ticket. Change in examination centre, once allotted, is not permissible under any circumstance.

5.17 Programme Delivery

A combination of strategies are followed for instruction under IGNOU-SRC Community College. It is a learner centered approach in which the learner is an active participant in the teaching learning process. The strategies comprises self-instructional written material, counselling sessions, teleconferences, practicals/ project works, audio visual materials etc.

5.18 Certification

IGNOU-SRC Community College is registered with IGNOU for offering various vocational linked programmes. The certification of programme under the Community College is done by IGNOU. Students who successfully complete the programme will get certificate from IGNOU.

6. DETAILS OF ACADEMIC PROGRAMMES

I. Certificate in Yoga, Meditation and Personality Development

Yoga can be used for various purposes. Even if one does not believe in the spiritual teachings, the physical practices of Yoga may be utilized for keeping the body healthy and agile, for reducing the body weight and controlling the normal functions of different physical organs. It will help us to reduce the risks attached to lifestyle diseases like Blood Pressure, Diabetics, Cardiac Disorders, Paralysis, Stroke etc. at very young ages.

The proposed Certificate in Yoga, Meditation and Personality Development (YMC 3001) scheduled to launch under the IGNOU-SRC Community College will help the learner to understand various practices in Yoga, Meditation and Personality Development. The details of the programme are as follows:

Name of the Course	:	Certificate in Yoga, Meditation and Personality Development
Course Code	:	YMC3001
Duration	:	Six Months
Eligibility	:	Pass in SSLC
Curriculum	:	Four courses (Papers)+ Practical work
Medium of Instruction	:	Malayalam
Total Marks	:	500
Scheme of examination	:	4 written papers = 240 marks (4 x 60) Continuous evaluation = 160 (4x40) Marks Practical work = 100 (50 + 50) marks Viva & Demonstration = 50 marks

Contact Classes	:	20 Theory classes & 20 Practical classes including demonstration - preferably Sundays and Holidays
Mode of Practical	:	20 days Practical Training to be attended from a recognized Yoga Centre.
Course Fee	:	Rs. 2,250/-

Course Code	Name of the Course
YMO6904AI	Yoga - The Philosophy (Pathanjali Yog Sutra)
YMO6904BI	Human Physiology & Anatomy, Yog - Mudras - Pranayama & Shatkriyas
YMO6904CI	Yoga Postures & Meditation, Practical
YMO6904DI	Personality Development
YMO6904EL	Practical Training

II. Diploma in Beauty Care and Management

Beauty parlours have mushroomed in every part of the state and the country, yet there are very few professionally qualified beauty therapists. Most of the practitioners have only a certificate and do not have the necessary scientific background, putting the clients at risk for complications.

In order to satisfy the requirements for such qualified personnel, the SRC Community College intended to launch a Diploma in Beauty Care and Management (BCD 3005) with technical assistance of Child Development Centre and Cosmetology Advancement Foundation (CAF). Details of the programme are as follows.

Name of the Course	:	Diploma in Beauty Care and Management,
Course Code	:	BCD 3005
Duration	:	One Year
Eligibility	:	Pass in S.S.L.C
Curriculum	:	Four courses (Papers) + Practical work
Medium of Instruction	:	English/Malayalam
Total Marks	:	500
Scheme of examination	:	4 written papers (4 x 60) = 240 marks Continuous evaluation (4x40) = 160 Marks
Project work	:	(1 x 100) = 100 marks
Contact Classes	:	2 Weeks - preferably Sundays and Holidays

Prospectus

Mode of Practical	:	45 days in a registered Beauty Parlour
Course Fee	:	Rs.4000/-
Project Work	:	A detailed work report of 20 Beauty Therapy procedures

Course Code	Name of the Course
BCO6904AI	Skin and Body Care
BCO6904BI	Hair care and Hair Styling
BCO6904CI	The Art of Make-up
BCO6904DI	Management of Beauty Parlour
BCO6904EP	Project Work

III. Diploma in International Accounting

International Accounting system is one of the developing branches of knowledge enabling the aspirants to Gulf Nations and other European countries to secure a decent and well paid job. Knowledge in International Accounting will surely give a confidence to all those youngsters for more attractive and lucrative fields and for further advancement in their career. Hundreds of people who have undergone this course are now placed in Gulf countries and in European and Australian continents.

The course comprises both theory and practical.

Name of the course	-	Diploma in International Accounting
Course Code	-	ACD3005
Duration	~	One year
Eligibility	~	SSLC Pass
Curriculum	~	Three courses (Papers) + Project Work
Medium of Instruction	~	English
Total Marks	~	400
Scheme of Examination	~	3 written papers (3 x 60) = 180 marks Continuous evaluation (3 x 40) = 120 Marks
Project work	~	(1 x 100) = 100 marks
Course Fee	~	Rs. 5,000/-
Contact classes	~	Preferably Sundays and other holidays, Evening Classes, if required

Contact Classes at Kollam Only

Course Code	Name of the Course
ACO6904A1	Basics of Accounting
ACO6904B1	Finalization procedures
ACO6904C1	Basics of computer
ACO6904D1	Project work

IV. Certificate in Acupressure and Holistic Health

The world today is in the threshold of a process of regeneration. Many old systems are breaking down and new forms emerging. One case in point is the disillusionment with the mainstream systems of healing and the re-emergence of holistic methods.

Holistic medicine focuses on preventing illness and maintaining health. It views health as a balance of body systems – mental, emotional, spiritual, as well as physical. All aspects of a person are seen as interrelated – a principle called holism, meaning “state of wholeness” or “unification of the body, mind and spirit”. Any disharmony in thought stresses the body and perhaps lead to sickness. To fight disease, alternative medicine uses a wide range of therapies to boost the body’s own defence system and restore energy balance. The importance of self care and preventing illness are stressed by holistic practitioners.

Acupressure is an art and a science for alleviating health problems. Acupressure is a branch of alternative medicines where as diagnosis, prevention and cure to ailments are done through or by applications on the surface of the patient’s body.

Acupressure cures by the nature’s curing principle. Acupressure acts as a facilitator to affect acure by channelizing the vital energy to reach a harmony among various paths. Often a blockage in the flow of vital energy of the patient is removed so that equilibrium of energy and homeostasis is achieved. The participant will enable to master the holistic approach of healing. Acupressure treatment methods, handling emergency treatment situations and basic knowledge on various alternative therapies.

Name of the Course	:	Certificate in Acupressure & Holistic Health
Course Code	:	AHC3001
Duration	:	Six months
Eligibility	:	8 th Pass
Curriculum	:	Three courses (Papers) + Practical work
Medium of instruction	:	Malayalam
Total Marks	:	500
Scheme of Examination	:	3 written papers (3 x 60) = 180 marks Continuous evaluation (3x40) = 120 Marks

Prospectus

Project work,	
Practical and viva	: 200 marks
Course Fee	: Rs. 4000/-
Contact Classes	: Preferably Sundays and Other holidays

Course Code	Name of the Course
AH06904 A	Anatomy, Physiology, Systems of Human Body
AH06904 BI	Acupressure Theory and Practice
AH06904 CI	Holistic Health and Practices

V. Certificate in Storekeeping and Inventory Management

Storekeeping is the short means of proper accounting of goods, materials that come into an Office or Organisation. The storekeeper is in charge of store department and also responsible to store control should co-ordinate and supervise the duty of the staff under his control. He should be well versed in the field of store accounting, maintenance of the store records such as Bin card, Store ledger etc.

The course is highly useful to those aspiring to secure a decent job either in India and abroad. Those having prior knowledge on Storekeeping and Inventory Management will be given preference in both public and private sectors.

The programme comprises two courses and project assignment including viva voce.

Name of the course	-	Diploma in Storekeeping and Inventory Management
Course Code	-	
Duration	-	Six Months
Eligibility	-	SSLC Pass
Curriculum	-	3 courses (Papers)
Medium of Instruction	-	English
Total Marks	-	400
Scheme of examination	-	3 written papers (3 x 60) = 180 marks Continuous evaluation (3x40) = 120 Marks
Course Fee	-	Rs. 4000/-
Mode of Contact Classes	-	Preferably Sundays and Other Holidays

Contact Classes at Kollam Only

I	Stores Management and Store Accounting
II	Inventory Management - Theory and Practical
III	M. S. Office
IV	Project and viva voce

VI . Diploma in Visual Media & Animation

Animation Industry is the buzz word for present employment opportunity. The programme is organized with the aim of creating a platform that motivates and showcases Indian animation and student talent.

Animation is regarded as a part of the creative or content industry as artistic. Creative effort is essential to the process of developing animation in Entertainment and non-entertainment industry. Animation in Entertainment industry is developed for feature films, TV programs, music, broadcasting, cable TV, games, sports, performing arts, theme parks and toys. Non-entertainment industry comprises the industrial & commercial applications of animation.

India is gradually positioning itself as a significant provider of animation production services. The country's strengths and edge in the market include the following:

- A vast base of English speaking manpower: animation, which requires a familiarity with the English language, benefits when the work is outsourced to India. Besides, a number of initiatives are underway in the country targeted at creating skilled manpower for the animation market.
- Presence of animation studios: a number of Indian cities already boast hi-tech animation studios (equipped with state-of-the-art hardware and software) which are successfully completing projects from overseas companies.
- Low cost of animation services: India's edge in terms of pricing is stated to be unmatched. Compared to countries like US and Canada or even Korea, and the Philippines, the Indian animation costs are the low and high in quality.
- India's large entertainment sector: Owing to a prolific entertainment segment, India has a ready supply of content developers
- Heritage of traditional literature: Indian content developers also have exposure and access to rich heritage of traditional literature. This would offer the potential for content-based partnerships.
- Studios that are well equipped: The larger film production studios in India are equipped with state-of-the-art computer hardware and software platforms

Our program approach is to expose students into the visual media industry and give them an option to continue only if they are capable and interested in this industry. Our course helps the students to be more skilled in Visual Media industry to choose the

Prospectus

best suitable career option.

Name of the course	:	Diploma in Visual Media & Animation
Course Code	:	
Duration	:	12 Months
Eligibility	:	10 th Pass
Curriculum	:	Five courses (Papers) + Assignments, Project work
Medium of Instruction	:	English
Total marks	:	600
Scheme of examination	:	4 written papers = 240 marks (4 x 60)
Continuous Evaluation	:	Practical : 160 marks (4 x 40) Assignment : (15 x 4) = 60 marks Viva : 40 marks Project : 100 marks
Contact classes	:	70 hrs Theory classes & 70 hrs practical classes (Online / Direct)
Mode of Project & assignment	:	To be done by group indicating individual role & responsibility
Fee	:	Rs. 19800/-

	Name of the course
I	Computer Basics & Graphics Design
II	Web Design and Development
III	CGI (3D Animation)
IV	VFX
V	Group Project with individual roles & responsibilities

VII. Certificate in Graphics and Web Design

Name of the course	:	Certificate course in Graphics and Web Design
Course Code	:	
Duration	:	6 Months
Eligibility	:	10 th Pass
Curriculum	:	3 courses (Papers), Assignments, Project work
Medium of Instruction	:	English
Total marks	:	300
Scheme of examination	:	2 written papers = 120 marks (2 x 60)
Continuous Evaluation	:	Practical : 80 marks (2 x 40) Assignment : (15 x 2) = 30 marks

		Viva : 20 marks
		Project : 50 marks
Contact classes	:	35 hrs Theory classes & 35 hrs practical classes (Online / Direct)
Mode of Project & assignment	:	To be done by group indicating individual role & responsibility
Fee	:	Rs. 7800/-

	Name of the course
I	Computer Basics & Graphics Design
II	Web Design and Development
III	Group Project with individual roles & responsibilities

VIII. Certificate in 3D Animation and VFX

Name of the course	:	Certificate course in 3D Animation and VFX
Course code	:	
Duration	:	6 Months
Eligibility	:	10 th Pass + Good knowledge of Graphic design
Curriculum	:	3 courses (Papers), Assignments, Project work
Medium of Instruction	:	English
Total marks	:	300
Scheme of examination	:	2 written papers = 120 marks (2 x 60)
Continuous Evaluation	:	
		Practical : 80 marks (2 x 40)
		Assignment : (15 x 2) = 30 marks
		Viva : 20 marks
		Project : 50 marks
Mode of contact classes	:	35 hrs Theory classes & 35 hrs practical classes (Online / Direct)
Mode of Project & assignment	:	To be done by group indicating individual role & responsibility
Fee	:	Rs. 9800/-

	Name of the course
I	CGI
II	VFX
III	Group Project with individual roles & responsibilities

11. Appendix

I. List of Course Coordinators

Sl. No.	Name of Programme	Name of Co-ordinators	Contact Number
1	Certificate in Yoga, Meditation & Personality Development	C.Swaraj	(O)04712325101, 2325102 (M)09446474646
2	Diploma in Beauty Care and Management	Dr. E. B. Baiju	(O)04712325101, 2325102 (M)9446330827
3	Diploma in International Accounting	B.Chandrabhanu	(O) 04712325101, 2325102
4	Certificate in Acupressure and Holistic Health	S.Harish Kumar	(O) 04712325101, 2325102 (M) 9349462678
5	Certificate in Storekeeping and Inventory Management	B.Chandrabhanu	(O) 04712325101, 2325102
6	Diploma in Visual Media and Animation	Dr.N.B.SureshKumar	(O) 04712325101, 2325102 (M) 9446474848
7.	Certificate in Graphics and Web Design	Dr.N.B.SureshKumar	(O) 04712325101, 2325102 (M) 9446474848
8.	Certificate in 3D Animation and VFX	Dr.N.B.SureshKumar	(O) 04712325101, 2325102 (M) 9446474848
	Course Director	Dr. T. S. Nair Director, SRC	(O) 04712325101, 2325102 Fax 0471 2326101 (M) 09447155787

GUIDLINES FOR FILLING THE APPLICATION FORM

Please fill up the form and mail or submit in person the same along with copies of attested certificates to the Community College within prescribed last date.

Some instructions for filling-up of application form are given below:

1. For Programme Code, refer to pages 12 to 20 of the Prospectus.
2. Leave It blank. Your Community College will allot the Enrolment No.
4. Please fill the relevant code for medium of instruction in the boxes provided. For example, If you are choosing Malayalam medium then write as shown below-

B	2
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5. (a) Write relevant code if you have already registered with IGNOU.
(b) Write the Enrolment No. and Programme Code if you already registered with IGNOU.

6. Please follow the rule of Date/Month/Year, E.g. 25th June 1983 should be written as:

2	5	0	6	1	9	8	3
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7. 7-11 Write the relevant code in the appropriate boxes. For example, If you are General put (A1) in the box against Sl.No. 8 Category,
12. If your name is WILFRED GEORGE THOTTATHIL, then write as following in the boxes provided for.

W	I	L	F	R	E	D	G	E	O	R	G	E	T	H	O	T	T	A	T	H	I	L
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

13. Please write your Father/Husband/Mother's name. If the name is B. S. SOMARAJAN PILLAI then write it as follows:

B	S	S	O	M	A	R	A	J	A	N	P	I	L	L	A	I
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

16. For (a), write the relevant code in the box. If A1, then fill the column (b) also
(a) Qualification codes are at Page No._ in the Community College prospectus. Write the relevant code for your eligible qualification.
(b) Write in the box main subjects taken for obtaining the eligible qualification.



- (c) Write the last 2 digits of the year of passing of the eligible qualification in the box.
 - (d) Write the division as 01, 02, 03 or 04 for the eligible qualification in the box.
 - (e) Write the percentage of marks of the eligible qualification rounded off to nearest integer.
 - (f) For Board Code, refer to the Prospectus and fill the relevant code in the box
- | | | |
|--------------------|---|--------------------------------------|
| 01. KSOS | - | Kerala State Open School |
| 02. KBPE | - | Kerala Board of Public Exam |
| 03. CBSE | - | Central Board of Secondary Education |
| 04. Others Specify | | |



- 17. (a) For fee details, refer to the Prospectus and make a DD/Challan/Cheque in favour of IGNOU-SRC Community College, and fill the relevant columns.
(b) Fill the amount of DD/Challan/Cheque made in respect of Programme fee in the given box.
 - 18. Write name of the bank in which you have made a DD/Challan/Cheque-
 - 19. Fill in your address for correspondences. Do not give Post Box No. as address. Leave a box blank between each unit of address like house No., street name, P.O. etc.
 - 20. For 20-23, write down your landline Telephone Number, Fax Number, Mobile Number and e-mail address if any. Please leave a box blank between STD code and Telephone/Fax Number.
-

CHECKLIST

Before sending the filled in form to IGNOU - SRC Community College, please check whether you have:

- (a) Affixed your photograph.
- (b) Enclosed the following attested certificates.
 - (i) Certificates in support of your educational qualification(s).
 - (ii) Student Card duly filled in along with photograph.
- (c) Paid the fee following the prescribed procedure.

<ol style="list-style-type: none"> 1. <i>This card should be produced on demand at the Examination Centre and to use other facilities of IGNOU-SRC Community College.</i> 2. <i>The facilities would be available only relating to the courses for which the student is actually registered.</i> 3. <i>This card should be returned to the Community College after completing the concerned course</i> 4. <i>Duplicate card will be issued by the Director, SRC, Kerala on payment of Rs.20/-</i> 	<div style="text-align: center;">   <p>IGNOU-SRC COMMUNITY COLLEGE</p> </div> <div style="background-color: #cccccc; text-align: center; padding: 5px;"> <p>STUDENT CARD</p> </div> <p style="text-align: center;"><i>For use of Community College facilities only</i></p>
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 <p>IGNOU-SRC COMMUNITY COLLEGE Vikas Bhavan P.O, Nandavanam, Thiruvananthapuram</p>  <p><u>Acknowledgement Card</u></p> <p><i>Dear friend,</i></p> <p><i>Thank you for joining IGNOU-SRC Community College programme, we acknowledge the receipt of your application form.</i></p> <p><u>To be filled in by the student</u></p> <p>Course Applied for</p> <p>D.D. No. and date</p> <p>Amount</p> <p>DD Drawn on</p>
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<p><i>To be filled by the student</i></p> <p>Name of the Course</p> <p>.....</p> <p>Name of student</p> <p>Name of guardian</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Pin code</p> <p>Phone No.</p> <p>Signature of the candidate</p>	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>PASTE</p> <p>Latest Photograph to be pasted and will be attested by the Principal SRC Community College</p> </div> <p>Course period from..... to</p> <p>Enrolment No.....</p>
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Mention your full postal address in the space	
<p>From</p> <p>The Director State Resource Centre Nandavanam, Vikasbhavan P.O Thiruvananthapuram Pin - 695033</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Affix Postage Stamp for Rs. 6/-</p> </div> <p>To</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>District</p> <p>Pin</p>