



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

Admission to the Choice Based Credit & Semester System (CBCSS)

Under Graduate Programmes

(B.Sc Computer Science/B.Sc Electronics/B.C.A/B.A/B.Com/B.B.A)

in the seats to be filled up by the Colleges of Applied Sciences,

managed by IHRD and affiliated to University of Calicut

during 2016–2017

PROSPECTUS

College of Applied Sciences at
Agali, Ayalur, Chelakkara, Kodungallur, Kozhikode,
Kuzhalmannam, Malappuram, Malampuzha, Meenangadi,
Muthvallur, Nadapuram, Nattika, Thamarassery, Thiruvambadi,
Vadakkencherry, Vattamkulam & Vazhakkad

(Prospectus issued for previous years are not valid for 2016-17)



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

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Admission to the Choice Based Credit & Semester System (CBCSS) Under Graduate Programmes (B.Sc Computer Science/B.Sc Electronics/B.C.A/B.A/B.Com/B.B.A) in the seats to be filled up by the Colleges of Applied Sciences, managed by IHRD and affiliated to University of Calicut during 2016-'17

Applications are invited for admission to the following CBCSS-UG Programs conducted at the Colleges of Applied Science, affiliated to the University of Calicut during the academic year 2016-17.

1. B.Sc. Computer Science
2. B.Sc. Electronics
3. B.C.A (Bachelor of Computer Application)
4. B.Com with Computer Application
5. B.A English language & Literature with Journalism
6. B . B . A (Bachelor of Business Administration)

The above programs are of 6 semesters spread over a period of 3 years and are affiliated to the University of Calicut. The scheme and syllabi for the programs will be as followed in the University of Calicut. The details of the programs are given below.

1. PROGRAM CENTRES WITH INTAKE

| College | Program | Merit & All Reservation Seats admitted by CAP | Seats Admitted by College | Total Seats |
|--|--|---|---------------------------|-------------|
| 1. College of Applied Science, Kozhikode, Balan.K.Nair Road, Kiliyanad, Calicut - 673 001. 0495-2765154 cascozhikode.ihrd@gmail.com cascozhikode@ihrd.ac.in | a) B.Sc Degree in Computer Science | 18 | 18 | 36 |
| | b) B.Sc Degree in Electronics | 18 | 18 | 36 |
| | c) B. Com with Computer Application | 30 | 30 | 60 |
| | d) Bachelor of Computer Application | 18 | 18 | 36 |
| | e) B.A English Language & Literature with Journalism | 12 | 12 | 24 |
| 2. College of Applied Science, Vadakkencherry Erassankulam, Vadakkencherry,(MBR) Palakkad – 678 683. 04922-255061 casvadakkencherry@ihrd.ac.in casvdky.ihrd@gmail.com , www.casvdy.org | a) B.Sc Degree in Computer Science | 18 | 18 | 36 |
| | b) B.Sc Degree in Electronics | 17 | 17 | 34 |
| | c) B. Com with Computer Application | 20 | 20 | 40 |
| 3. College of Applied Science Malappuram Govt. College Campus Munduparamba, Malappuram – 676 509. 0483-2736211 casmalappuram.ihrd@gmail.com casmalappuram@ihrd.ac.in www.casmalappuram.ihrd.ac.in | a) B.Sc Degree in Computer Science | 12 | 12 | 24 |
| | b) B.Sc Degree in Electronics | 12 | 12 | 24 |
| 4. College of Applied Science, Nattika, Near Govt. School, P.O. Valappad, -680560. 0487-5540943 casnattika.ihrd@gmail.com casnattika@ihrd.ac.in | a) B.Sc Degree in Computer Science | 18 | 18 | 36 |
| | b) B.Sc Degree in Electronics | 18 | 18 | 36 |
| 5. College of Applied Science, Vazhakkad, Vazhakkad P.O, Malappuram- 673640. 0483-2728070/2727070 casvazhakkad@ihrd.ac.in casvazhakkad.ihrd@gmail.com | a) B.Sc Degree in Computer Science | 18 | 18 | 36 |
| | b) B.Sc Degree in Electronics | 18 | 18 | 36 |
| 6.College of Applied Science, Nadapuram Kallachi P.O, Kozhikkode–673 506. 0496-2556300 casnadapuram.ihrd@gmail.com casnadapuram@ihrd.ac.in | a) B.Sc Computer Science | 12 | 12 | 24 |
| | b) B.Sc Degree in Electronics | 12 | 12 | 24 |
| | c) Bachelor of Computer Application | 12 | 12 | 24 |

| | | | | |
|---|--|----|----|----|
| 7. College of Applied Science, Vattamkulam, Edapal, Naduvattom, Sugapuram.P.O. Malappuram 679 576. 0494- 2689655 casvattamkulam.ihrd@gmail.com casvattamkulam@ihrd.ac.in www.casvattamkulam.ihrd.ac.in | a) B.Sc Degree in Computer Science | 18 | 18 | 36 |
| | b) B.Sc Degree in Electronics | 18 | 18 | 36 |
| | c) B.Com with Computer Application | 20 | 20 | 40 |
| 8. College of Applied Science, Kuzhalmannam Chempai Smaraka Visrama Kendram, Champrakulam, Kottayi, PO, Palakkad 678572 04922-285577, mckuzhalmannam.ihrd@gmail.com caskuzhalmannam@ihrd.ac.in www.caskuzhalmannam.ihrd.ac.in | a) B.Sc Degree in Computer Science | 12 | 12 | 24 |
| | b) B.Sc Degree in Electronics | 12 | 12 | 24 |
| | c) B.Com with Computer Application | 15 | 15 | 30 |
| 9. College of Applied Science, Malampuzha, Kallepully, Palakkad 678005. 0491-2530010 casmalampuzha.ihrd@gmail.com casmalampuzha@ihrd.ac.in | a) B.Sc Degree in Computer Science | 12 | 12 | 24 |
| | b) B.Sc Degree in Electronics | 12 | 12 | 24 |
| | c) B. Com with Computer Application | 15 | 15 | 30 |
| 10. College of Applied Science Thiruvambady Near Grama Panchayat Office, Karassery P.O Mukkom (via), Kozhikkode-673602. casthiruvambadi@ihrd.ac.in 0495-2294264 casthiruvambadi.ihrd@gmail.com | a) B.Sc Degree in Computer Science | 15 | 15 | 30 |
| | b) B.Sc Degree in Electronics | 12 | 12 | 24 |
| | c) B.Com with Computer Application | 20 | 20 | 40 |
| 11. College of Applied Science, Chelekkara, Pazhayannur, Cheerakuzhy, Pazhayannur (P.O), Thrissur - 680 587. 04884-227181 caschelakkara@ihrd.ac.in caschelakkara.ihrd@gmail.com www.caspazhayannur.in | a) B.Sc Degree in Computer Science | 15 | 15 | 30 |
| | b) B.Sc Degree in Electronics | 15 | 15 | 30 |
| | c) B.Com with Computer Application | 20 | 20 | 40 |
| | d) Bachelor of Computer Application | 12 | 12 | 24 |
| 12. College of Applied Science, Agali, Attappadi, Palakkad 678581. 04924-254699 casattappadi@ihrd.ac.in casattappadi.ihrd@gmail.com | a) B.Sc. Degree in Computer Science | 12 | 12 | 24 |
| | b) Bachelor of Business Administration | 15 | 15 | 30 |
| | c) B.Com with Computer Application | 15 | 15 | 30 |
| 13. College of Applied Science, Muthuvallur Kondotty PO, Malappuram 673638 casmuthuvallur@ihrd.ac.in 0483-2714218 casmuthuvallur.ihrd@gmail.com | a) B.Sc. Degree in Computer Science | 12 | 12 | 24 |
| | b) B.Com with Computer Application | 15 | 15 | 30 |
| 14. College of Applied Science, Meenangadi PBM Building, Meenangadi, Wayanad 673591. 0493-6246446 casmeenangadi.ihrd@gmail.com casmeenangadi@ihrd.ac.in | a) B.Sc. Degree in Computer Science | 12 | 12 | 24 |
| | b) B.Sc. Degree in Electronics | 12 | 12 | 24 |
| | c) B.Com with Computer Application | 15 | 15 | 30 |
| 15. College of Applied Science , Ayalur, Ayalur(PO), Palakkad 678510. 4923-241766 casayalur@ihrd.ac.in casayalur.ihrd@gmail.com www.casayalur.ihrd.ac.in | a) B.Sc. Degree in Computer Science | 12 | 12 | 24 |
| | b) B.Sc. Degree in Electronics | 12 | 12 | 24 |
| | c) B.Com with Computer Application | 20 | 20 | 40 |
| 16. College of Applied Science ,Thamarassery Korangad, Thamarassery, Kozhikode 673573. 0495- 2223243 castmsy695@gmail.com casthamarassery.ihrd@gmail.com casthamarassery@ihrd.ac.in | a) B.Sc. Degree in Computer Science | 17 | 17 | 34 |
| | b) B.Com with Computer Application | 30 | 30 | 60 |
| | c) B.A Literature with Journalism | 20 | 20 | 40 |
| | d) Bachelor of Computer Application | 18 | 18 | 36 |
| | e) Bachelor of Business Administration | 25 | 25 | 50 |
| 17. College of Applied Science, Kodungallur, GHSS campus Edavilangu P.O, Thrissur-680671 . 0480-2812280 caskodungallur.ihrd@gmail.com caskodungallur@ihrd.ac.in | a) B.Sc. Degree in Computer Science | 12 | 12 | 24 |
| | b) B.Com with Computer Application | 15 | 15 | 30 |

- Note:** i. If the intake is enhanced during the academic year due to permanent /marginal increase, selection for admission will be made from the candidates who have applied for admission in the current year.
- ii. The Colleges of Applied Science under IHRD offer **only Malayalam or Hindi** as second language for all the U.G programs other than English as the first language.
- iii. a) 50% of the total seats including the seats reserved for SC/ST/SEBC will be filled up through Centralized Admission Process (CAP) by the University.
Please refer University **CAP website (<http://www.cuonline.ac.in>)** for more information.
- b) Students admitted through CAP of the University and the 50% seats filled by the College have to pay the same fees as described in para 6.
- iv). Only those who have registered for the CAP of Calicut University are eligible to apply for the 50% seats to be filled by IHRD Colleges and would have to produce valid proof of their registration and ID number provided by the University.
- V. In any matters of contest or doubt about the eligibility/selection/assessment of merit of the applicant University rules prevailing from time to time will be final and binding.

2. ELIGIBILITY FOR ADMISSION

Those candidates who are “Eligible for Higher Studies” as per the Higher Secondary Examination or a pass in the equivalent examination is the minimum criteria for admission to degree programs, unless otherwise specified. However, candidates who have qualified the HSE and VHSE of the Government of Kerala under ‘SAY’ scheme and Compartmental Examination of CBSE are also eligible for admission to first year degree programs in the same academic year. **(U.O.No GAI /A2/5753/2000 dated 14.05.2004) Candidates who have passed the Higher Secondary Examination of Tamil Nadu (Private study) shall not be admitted to any program under this University. (U.O.No.GAI/A1/5062/2002 dated 07.07.2005).**

| Sl No | Program | Eligibility for Admission | Mode of calculation of index Mark |
|-------|---------------------------------|--|---|
| 1 | B.Sc. (Computer Science) | Candidates who have passed (eligible for higher studies) the HSE or an equivalent examination with Mathematics/Statistics/Computer Science/ Computer Application as one of the subjects are eligible for admission. (U.O. No: GAI/J1/4756/1999 dated 11.01.2002) | <p>i. Total marks obtained for part III + the total marks obtained for Mathematics or computer science whichever is higher.</p> <p>ii. If there is a tie in the index marks priority must be given to the marks of Mathematics /Computer Science as the case may be. If there is again a tie, the total marks of the second subsidiary subject, the marks of the English, and then the marks of the second language will be considered before going on to the general conditions.</p> |
| 2 | B.Sc. (Electronics) | Students who have studied Electronics/Physics/Mathematics as one of the optional subjects at Higher Secondary Examination level and passed (eligible for higher studies) are eligible for admission. (U.O.No.GA I/J1/2924/2005 (2) dated 28.07.2005) | <p>i. The marks of Electronics/Physics/Mathematics will be added as the case may be to the part III marks of qualifying examination. If more than one of the subjects had been offered at the +2 level, the subject with the highest marks will be added. An additional weightage of 25 marks will be added for those who have studied Electronics at the 10+2 level.</p> <p>ii. If there is tie in the index marks, the priority must be given to the marks of Physics, then the marks of Mathematics will be taken in to account. If there is again a tie, then the marks of English, the marks of second language and finally the general conditions are applicable.</p> |

| | | | |
|---|--|---|--|
| 3 | B.Com (With Computer Applications) | A pass (eligible for higher studies) in the Higher Secondary Examination or its equivalent, with at least one Commerce subject, is the eligibility for admission to the B.Com. Degree program. Candidates who have not taken at least one Commerce subject for Higher Secondary or an equivalent examination should get at least 45% (in 6 subjects) in that examination to become eligible to seek admission to B.Com program. A concession of 5% will be given to OBC/ OEC candidates. The SC/ST candidates need get only a pass (eligible for higher studies) (U.O.No. GA1/A2/1658/2007 dated 28.2.2008) | i. Total marks of the qualifying exam + a weightage of 25 marks for each Commerce subject studied under Plus Two level, CBSE or VHSE under Commerce stream, subject to a maximum of 50 marks .The Management paper of Plus two, CBSE, VHSE or an equivalent examination can be considered as Commerce subject for indexing marks for admission to the B.Com program. ii. If there is a tie in the index marks, those who studied Commerce in the plus two programs will get preference. If there is again a tie, the marks in the commerce subjects will be considered first, then the marks of English and then the marks of II language will be considered. Finally the general conditions will be made applicable. |
| 4 | Bachelor of Computer Application | A pass in Higher Secondary or any other examination recognized as equivalent thereto by the University of Calicut with Mathematics/Computer Science/computer Application/ Informatics Practices as one of the optional subjects. (U.O.No.GAI/J1/ 2453/1997 dated 06/10/2000 & GA/J1/1597/2005 dated 11/07/2005) | i) Total marks of Part III of the qualifying examination+marks for Mathematics or Computer Science, whichever is higher. ii) If there is a tie in the index points, priority will be given to the mark of Mathematics / Computer Science as the case may be, If there is again a tie, the mark of the second subsidiary subject, the mark of English, and then the mark of the second language will be considered before going to the general conditions. |
| 5 | B.A English Language and Literature with Journalism | A pass in Higher Secondary or any other examination recognized as equivalent thereto by the University of Calicut | Total marks secured for the qualifying examination + double the marks obtained in English.(All other streams will be converted to HSE pattern). Additional weightage of 20 marks will be given to the candidates who have studied English as a core subject in the 10+2 level. If there is a tie in the index points, priority will be given to the candidates with more marks in English as the case may be, If there is again a tie, the date of birth of the candidate will be considered. |
| 6 | B.B.A. (Bachelor of Business Administration) | Any candidate who has passed (eligible for higher studies) the Higher Secondary Examination or any other examination recognized as equivalent thereto, with not less than 50% is eligible for admission to the BBA degree program. A concession of 5% will be given to OBC / OEC candidates. The SC / ST candidates need get only a pass (eligible for higher studies) (U.O.No. GA I/J2/2907/03 dated 23.07.2004 &U.O.No.GA1/A2/ 1658/ 2007 dated 28.02.2008). | Total marks of the qualifying exam + a weightage of 25 marks for each Commerce subject studied under Plus Two level, CBSE or VHSE under Commerce stream, subject to a maximum of 50 marks .The Management paper of Plus two, CBSE, VHSE or an equivalent examination can be considered as Commerce subject for indexing marks for admission to the B.Com program. If there is a tie in the index marks, those who studied Commerce in the Plus Two level will get an advantage. If there is again a tie, the marks in English should be considered then the marks in the second language and then the general conditions are applicable. |

* Eligibility conditions will be as prescribed by the University from time to time

3. ADMISSION PROCEDURE

Candidates have to submit duly filled up application at the College where they desire admission, in the prescribed form. The College, on the basis of merit as given below, will prepare rank list.

3.1 ASSESSMENT OF MERIT - FOR DEGREE ADMISSION

The Marks obtained in the Plus Two examinations have to be taken in to account and the total index marks are calculated as follows (UO No. GA1/A2/1658/2007 dated 28.02.2008). The merit of the candidate shall be assessed for ranking on the basis of marks obtained by him/her in the qualifying examination for admission to the particular program, subject to such criteria as may be prescribed by the University. For admission to Degree programs, the marks obtained in the Plus Two examination conducted by the State Board of Higher Secondary Examination is taken as the standard.

3.2 BONUS /WEIGHTAGE MARKS

1. Bonus/weightage marks will be added to the total Marks obtained in the qualifying examination to calculate the index marks and for ranking in the selection list in the case of candidates who already possess the required minimum marks prescribed.
2. A weightage of 15 marks added to the total shall be given in the case of ex-serviceman, widows and children of Jawan and ex-serviceman, and to the widows and children of B.S.F. personnel killed or disabled in action, for admission to BA /B.Sc. /B.Com/B.C.A/B.B.A programs.
3. Students who have worked in the Illiteracy Eradication Program on voluntary basis for at least one year will be allowed 15 marks as bonus/weightage for the purpose of ranking.
4. 15 marks shall be awarded as bonus marks to N.S.S/N.C.C cadets subject to the fulfillment of the following conditions, for the purpose of ranking.
 - a. In respect of NCC applicants the bonus marks will be awarded on the basis of NCC certificates signed by the Director and issued by the Directorate of NCC to the candidates who have secured at least 75% of attendance after having participated in its activities during the program of the study immediately preceding the program for which admission is sought.
 - b. The basis for awarding bonus marks to N.S.S participants will be NSS certificate signed by the Director and issued by the Directorate of N.S.S.
 - c. The benefit of bonus marks for the purpose of admission can be availed by the candidates only under any one category, either N.S.S or N.C.C.
 - d. Cadets holding A, B, C certificates are eligible for an additional weightage of 3, 5, 10 marks respectively for admission to Degree programs, limited to a maximum of 1 point only.
 - e. The bonus points or additional weightage marks will be given only in the case of those NCC Certificates on the basis of which no grace marks have already been awarded.
5. A bonus/weightage of 10marks will be given to those who got First place/A grade in the Kerala State Higher Secondary/Vocational Higher Secondary Arts Festivals.
6. While indexing marks for B.Sc Electronics admission in the case of VHSE students, a weightage of 10 marks will be given. (EST, MOBE,MRDA, MRT subjects)
7. 10 marks shall be deducted for every successive attempt after first attempt out of the ranking points to those who have taken two or more chances to complete the qualifying examination, subject to a maximum of 25 marks. The number of chances means the number of chances taken for passing any part or parts of the qualifying examination. Betterment of examination will not be considered as a chance.

3.3 GENERAL CONDITIONS

1. The admission of the students who obtained the same index marks shall be decided first on the basis of age and then by name in alphabetical order unless otherwise specified. (U.O. No. GA1/A2/7226/200 dated 04-05-2001)
2. In the case of VHSE candidates for admissions to B.Com/BBA programmes and all other programmes that come under Commerce and Management faculty, the index marks shall be arrived at by taking the marks of all the subjects except that of the marks of Vocational practical and Internship Evaluation. (U.O. No. 2422/2015 dated 11.03.2015).
3. In the case of VHSE candidates for admissions to BA programmes, index marks shall be arrived at by taking the marks of all the papers except that of Vocational practical and Internship Evaluation. (U.O. No. 2422/2015 dated 11.03.2015).

4. In the case of courses equivalent to Plus two of Kerala HSE and have maximum marks or grades not in line with that of Plus two of Kerala HSE, the same will be normalized to the maximum marks of Plus two of Kerala HSE and the rank list will be prepared accordingly.(U.O. No. 2422/2015 dated : 11.03.2015).
5. For admissions to BA programmes, the existing weightage of 25marks shall be increased to 50,for those who have studied the subject concerned (mentioned in the present admission rule) in HSE or equivalent. (U.O. No. 2422/2015 dated : 11.03.2015)

Note:

1. *The mode of selection is revised as per order U.O.No: 1632/2013 CU dated 15.05.2013 of the University of Calicut.*
2. *The selection of candidates for interview for admission will be on the basis of information furnished by the candidate in his/her application. **The application form should be filled up carefully and ranking will be based on the order of preference given by the candidate.** Incomplete applications will be rejected without any intimation.*
3. *Self attested copy of the mark list of the qualifying examination and SSLC certificate should be attached with the application form.*
4. *The College is managed by IHRD, a Govt. of Kerala undertaking. Admissions for all seats are made purely on merit basis and strictly as per Govt. /University rules.*
5. *Canvassing in any form is illegal and strictly prohibited*

4. RESERVATION: (Only for the 50% seats allocated to the Colleges)

- 4.1 **THSS Reservation:** 15% of the seats allocated to IHRD Colleges for B.Sc Computer Science, B.Sc. Electronics and B.C.A are reserved for the candidates who have passed the THSS examination from the Technical Higher Secondary Schools managed by IHRD.
- 4.2 **Local Reservation:** 20% of the seats allocated to IHRD (for B.Sc Electronics & B.Sc Computer Science alone) at College of Applied Science at Vadakkencherry is reserved for local candidates who have passed the qualifying examination from educational institutions situated within the territorial limit of Vadakkencherry, Kizhakkencherry, Vandazhy, Kannambra and Puthukode Grama Panchayat areas.
- 4.3 **Reservation of seats under the quota of Union Territory of Lakshadweep/Tamil Linguistic Minority /Sports quota /Kashmiri Students will be filled as per University norms.** Candidates under **Sports quota** will have to submit their applications to the College with the caption "**Application under <Category name>**" on the top of the Application form. Candidates applying under Sports quota should submit a copy of the Application form to the corresponding District Sports council. The selection will be based on the rank list submitted by the corresponding District sports councils. (***as per the prevailing University norms from time to time**)

5. HOW TO APPLY

Application form and prospectus can be downloaded from the IHRD website www.ihrd.ac.in or the concerned College websites. Duly filled up Application forms should be submitted in person or sent by post to the Principals of the Colleges where the applicant wishes to secure admission along with the registration fees of **Rs. 200 (Rs. 100 for SC/ST applicants) either by cash (if submitting in person) or by way of Demand Draft drawn in favour of the Principal of the concerned College, on or before 10-06-2016.** Self attested copies of qualifying certificate/SSLC certificate/NSS/NCC/certificate claiming reservations (if any) should be attached along with the application form. For admission to more than one college, separate application form should be submitted to the Principals of the Colleges concerned. The application for admission to the Degree programs will not be accepted in the IHRD Head Quarters or any other associated Institutions. Applications received later than the last date specified above will not be accepted on any account.

Note: The registration fee remitted once will not be refunded at any circumstances.

6. FEES

6.1 Details of fees for each semester of B.Sc/BCA/B.Com/BBA&BA are given below:

| FEE PARTICULARS | B.Sc/BCA (Rs.) | B.Com CA (Rs.) | BBA/B.A (Rs.) |
|---|-------------------|-------------------|------------------|
| 1. Tuition fee | 14,900 | 9,200 | 7,000 |
| 2. Students Amenities Fee (including Internet, Lab, Library fees) | 800 | 700 | 700 |
| 3. Admission fee (Payable at the time of admission) | 300 | 300 | 300 |
| 4. Caution deposit (refundable) (Payable at the time of admission) | 1,000 | 1,000 | 1,000 |

* In addition to the above, students have to remit other fee like University fee, PTA membership fee etc.

6.2 Fee remittance details:

| FEE Remittance Schedule | B.Sc/BCA (Rs.) | B.Com with CA (Rs.) | BBA/BA (Rs.) |
|--|-------------------|------------------------|-----------------|
| A. First Installment fee(Including Caution deposit) for First Semester: (to be paid at the time of admission) | 9,500* | 6,600* | 5,500* |
| B. Second Installment fee for first Semester: (to be paid during 3 rd month of admission) | 7,500* | 4,600* | 3,500* |
| C. Semester fee for remaining Semesters : (to be paid at the beginning of each semester classes) | 15,700* | 9,900* | 7,700* |

* In addition to the above, students has to remit other fee like University fee, PTA membership fee etc.

Note:

- (i) Fees once paid will not be refunded under any circumstances. (**see 7.Rules for issue of Transfer Certificate given below.**)
- (ii) All students are required to pay Caution Deposit irrelevant of category including SC/ST/ OEC candidates.
- (iii) No educational concession will be available to the students of the Degree program conducted by the IHRD except the SC/ST/OEC candidates. The SC/ST/OEC candidates are exempted from payment of the prescribed fee on condition that they will submit application for educational concession from the SC Development Department in the prescribed form along with supporting documents within 15 days from the date of admission. If they fail to do so, they should pay the prescribed fees. In case, the educational concession is not sanctioned by the SC development department, the student is liable to remit the entire fee. Sanctioning of educational concessions is also subject to the orders of SC Development Department from time to time.

7. Rules for the Issue of Transfer Certificate.

The Issue of Transfer certificate & other documents to the students admitted to the Degree programs conducted at the Applied Science Colleges under IHRD, before the completion of the program will be as per the following rules.

- a) If a student applies for TC before the commencement of first semester classes, the TC and other documents will be issued with a refund of 90% of Tuition fee paid at the time of admission. All other fees paid at the time of admission are non-refundable.
- b) If a student applies for TC during the period from date of commencement of classes and date of closure of admission (both days inclusive & irrespective of whether the student has attended any classes or not), TC and other documents will be issued only after clearing the fee dues for first semester, if any. All the fees paid at the time of admission are non-refundable.
- c) If a student applies for TC during first year of study after the closure of admission and before the commencement of third semester classes (irrespective of whether the student has attended any classes or not), he/she is required to remit the entire program fee for the current semester and next one semester for the issue of TC and other documents.

- d) If a student applies for TC after the commencement of third semester classes (irrespective of whether the student has attended any classes or not), he/she is required to remit the entire program fee for all the remaining semesters of the program for the issue of TC and other documents.
- e) In case of Inter College transfer between CAS under IHRD within the same University and program, TC will be issued on payment of Rs. 2000/- towards processing fee. In such cases, the applicant is eligible to get refund of 75% of the tuition fee only.

****University rule is applicable only to the students who are admitted through CAP of the University of Calicut till the closure of CAP by the university. After closure of admissions by the University, Rule 7 is applicable to them.***

8. GENERAL INSTRUCTIONS

- i. Receipt of application will be acknowledged, allotting a registration number. The registration number as shown in the receipt should be mentioned in all future correspondence concerning admission.
- ii. Selection of candidates will be made by the Principals concerned, based on the information furnished in the application.
- iii. The selection for admission will be provisional subject to verification of original documents and approval of University. If on verification any information given in the application is found to be false or the University rejects the admission due to any other reason, the candidates will forfeit his/ her claim for admission.
- iv. The list of candidates called for interview and the interview schedule will be published at the concerned college notice board, and/or the concerned College website. **Selection memo will be sent by email only. Hence providing valid email-id and a contact telephone number is mandatory. However, if a student wishes to get memo by post, he/she must attach a self addressed stamped envelope along with the application form.** It will be mandatory for the candidates to check their position from the list published in the institution/website and appear for the interview in the event of non-receipt of the memo or postal delay.
- v. The candidates called for interview should bring the originals of all the certificates on the dates specified at their own expense.
- vi. A candidate who does not turn up for the interview as per the schedule at the place and time will forfeit his/her chance for admission and will not be considered for any future vacancies for admission irrespective of the rank secured. However, if a candidate is not able to attend the interview on genuine grounds, the parent / guardian or any authorized person can act as a proxy at the risk of the candidate.
 - vii. The candidate seeking admission to the program will have to abide by the campus rules and regulations issued from time to time. The campus rules now in force in the institution under IHRD are reproduced below.
 - a) No student will be permitted to enter the campus without being in proper uniform. The Uniform prescribed for the CAS UG students is as follows.
Girls: Grey Pajama, White Kurta, Grey Dupatta and black shoes.
Boys: White Half Sleeve Shirt, Grey Pants *(Jeans and low waist pants/Jeans are strictly prohibited) with black shoes.
 - b) Use of motorized vehicles by students within the campus is strictly prohibited. In any case, no personal conveyance other than bicycle will be allowed within the campus.
 - c) Consumption of Alcohol, Drugs and Smoking is strictly prohibited within the campus. Students are advised to desist, from the habit of smoking, drugs and drinking all together, as it is well known that smoking, drugs and drinking is injurious to health. Students found in intoxicated state in the campus will be suspended immediately and will face strict disciplinary action including dismissal if found guilty. Smoking is strictly prohibited within the campus.
 - d) Students are requested to co-operate to maintain the building and the campus clean and spotless, as well as to keep the furniture, laboratory equipment and other institute properties without loss or damage. This is a collective responsibility of the students. The heads of institutions are authorized to collect appropriate fine and take action against those students who deliberately damage the institutional property.
 - e) The identity card issued by the Institute must be prominently displayed on the chest by each student. Mere possession of the card is not enough.

- f) Directions of the Principal and other staff in respect of academic matters and general discipline must be strictly complied with by all students.
- g) Leave of absence will be granted only on medical grounds. However, such leave will be considered only for the purpose of granting condonation of shortage of attendance.
- h) Hostel facilities are not available and hence the students will have to make their own arrangements for boarding and lodging.
- i) Use of mobile phones, performance of cinematic dance and fashion shows is strictly prohibited in the campus as per Govt. rules. Mobile phones if caught during use in the campus will be confiscated and auctioned.

9. RAGGING IS A COGNISABLE OFFENCE AND PUNISHABLE UNDER PROVISIONS OF KERALA

PROHIBITION OF RAGGING ACT. 1998.

The institution will take stern action against the offenders. The cardinal points contained in the act are furnished below for information of the concerned.

(i) SHORT TITLE AND EXTENT

- (a) The Act may be called the Kerala Prohibition of Ragging Act 1998.
- (b) It extends to the whole of the State of Kerala.

(ii) DEFINITION

"Ragging" means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any, educational institution and includes

- a) teasing, abusing of, playing practical jokes on or causing hurt to such student;
- b) asking the student to do any actor perform something which such student will not in the ordinary program willingly do.

(iii) PROHIBITION OF RAGGING

Ragging within or outside any educational institution is prohibited.

(iv) PENALTY FOR RAGGING

Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside, any educational institution, shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extend to ten thousand rupees.

(v) DISMISSAL OF STUDENT

Any student convicted of an offense under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.

(vi) SUSPENSION OF STUDENT

(a) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.

(b) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

(vii) Copy of the prohibition of Ragging act 1998 will be available in the institution for reference.

The applicants as well as his/her parent/guardian are required to furnish declaration on the awareness of the provisions of the Act in the application form.

10. Any other details not specifically covered by this prospectus will be decided by the undersigned and such decision will be final.

Thiruvananthapuram,
24-05-2016

Sd/-
DIRECTOR