



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

**Admission to Post Graduate Programmes
(M.Sc. Electronics/Computer Science, M.Com) in the seats
to be filled up by the Colleges of Applied Sciences managed by IHRD
and affiliated to the University of Kerala during 2016–2017**

PROSPECTUS

2016-17

College of Applied Sciences, Adoor
College of Applied Sciences, Dhanuvachapuram
College of Applied Sciences, Mavelikkara

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

Admission to Post Graduate Degree Programmes in Computer Science, Electronics & Commerce in the seats to be filled up by Colleges of Applied Sciences managed by IHRD and affiliated to the University of Kerala, 2016-2017

The INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (IHRD) is a Government of Kerala undertaking established mainly for the development of manpower in the field of Electronics, Computers, Information Technology and allied areas. With a view to provide advanced skills in the above fields, the Institute offers Post Graduate courses in Computer Science, Electronics & Commerce in the Colleges of Applied Sciences at Adoor, Dhanuvachapuram & Mavelikkara during the academic year 2016-2017. The above courses consist of 4 semesters spread over a period of 2 years and are affiliated to the University of Kerala. The scheme and syllabus for the courses will be as followed in the University of Kerala.

1. COLLEGE, COURSE & ANNUAL INTAKE

College	Course	*Seats filled up by CAP	*Seats filled up by College	Total Seats
1. College of Applied Science, Temple Road, Adoor P O, Pathanamthitta - 691 523. Ph: 04734-22 4076 casadoor@gmail.com	1. M.Sc. Computer Science	5	5	10
	2. M.Sc. Electronics	10	10	20
	3. M.Com	5	5	10
2. College of Applied Science, Dhanuvachapuram P O, Thiruvananthapuram. PIN 695503 Ph: 0471-223 4374 casdvpm@gmail.com	1. M.Sc. Computer Science	15	15	30
	2. M.Sc. Electronics	15	15	30
3. College of Applied Science, Govt. BHSS, Compound, Mavelikkara P O, Alappuzha - 679 101. Ph: 0479-230 4494 casmvk@gmail.com	1. M.Sc. Computer Science	5	5	10
	2. M.Sc. Electronics	5	5	10

*Note: 1 50% Merit & all reservation quota seats will be filled up through Centralised Allotment Process (CAP) by the University. Please refer CAP website <http://admissions.keralauniversity.ac.in/pg> for more information.
2 This prospectus is applicable only for admission to seats allotted to and filled up by the College.
3 In case, the University allows the college to fill the seats under CAP category also, admission will be done to those seats by the college as per the conditions of this prospectus.*

2. ELIGIBILITY FOR ADMISSION

Eligibility for admission is as specified by the University of Kerala for admission to each Programme.

2.1 Nativity: Candidate should be an Indian citizen. Candidates seeking admission to PG courses will be categorized as Keralite and Non-Keralite.

Keralite: A candidate of Kerala origin will be categorized as a Keralite. Children of All India Service Officers allotted to Kerala Cadre are deemed to be Keralites as per G.O. (Rt) No.822/08/H.Edn. Dated 9-5-2008. But they will not be eligible for communal/special reservation.

Non-Keralite: A candidate who does not come under Keralite category will be categorized as Non- Keralite. Such a candidate will be eligible for admission only after all the applicants of Keralite origin are ranked and allotted. In order to prove that a candidate is an Indian citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce any one of the following certificates.

In the case of candidates who have undergone College studies in Kerala, a Course Certificate from the Head of the educational institution last attended in Kerala, certifying that the candidate has undergone his/her studies in Kerala for not less than 3 (three) years within a continuous period of 12 (twelve) years, immediately prior to the completion of the Bachelor's Degree or equivalent examination. OR

A certificate from the Village Officer/ Tahsildar to show that he/she or his/her mother/father was born in Kerala

OR Certificate from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a continuous period of twelve years OR

The true copy of relevant page of Secondary School Leaving Certificate showing the Place of Birth in Kerala of the candidate. OR

The true copy of the relevant page of the Secondary School Leaving Certificate showing Place of Birth in Kerala of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate. OR

The true copy of the relevant page of the Passport issued by the Government of India of the candidate, showing Place of Birth in Kerala or of either of the parents of the candidate showing Place of Birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate.

Non-Keralites should furnish a copy of the Certificate of nativity from the revenue authority or local body concerned.

2.2 Academic Eligibility

a. M.Sc Computer Science

Graduates in CBCSS Pattern (2013 admission)

Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 with not less than 5 CCPA[S] * out of 10 in Computer Science/ Computer Application/ Electronics/ Mathematics as Main/ Subsidiary/ Core subject or an equivalent Degree recognized by the University of Kerala for the purpose. For SEBC and Physically handicapped candidates a minimum of 4.5 CCPA(S) and for SC/ST candidates a minimum pass in the Degree Examination is sufficient. (U.O.No.Ac.AIV/3/51406/Eligibility /2014, dated 18.06.2014)

Graduates in CBCSS Pattern (Prior to 2013 admission)

Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 with not less than 2 CGPA[S] * out of 4 in Computer Science/ Computer Application/ Electronics/ Mathematics as Main/ Subsidiary/ Core subject or an equivalent Degree recognized by the University of Kerala for the purpose. For SEBC and Physically handicapped candidates a minimum of 1.8 CGPA(S) and for SC/ST candidates a minimum pass in the Degree Examination is sufficient. (U.O.No.Ac.AIV/3/51406/Eligibility /2014, dated 18.06.2014)

Graduates in Annual Scheme/Other Pattern

Candidates for admission to PG Programme in Computer Science should have passed a Degree course with 50% marks in Computer Science/Computer Application/ Electronics/ Mathematics as Main/Subsidiary/Core subject or an equivalent Degree recognized by the University of Kerala for the purpose. For SEBC and Physically handicapped candidates a minimum aggregate of 45% marks and for SC/ST candidates a minimum pass in the Degree Examination is sufficient. (U.O.No.Ac.AIV/3/51406/Eligibility/2014, dated 18.06.2014)

b. M.Sc Electronics

Graduates in CBCSS Pattern (2013 Admission)

A pass in B.Sc. Degree recognized by the University of Kerala with Electronics/Physics as one of the subjects (Core/ Complementary) with not less than 5.5 CCPA(S) * out of 10.

Graduates in CBCSS Pattern (Prior to 2013 Admission)

A pass in B.Sc. Degree recognized by the University of Kerala with Electronics/Physics as one of the subjects (Core/ Complementary) with not less than 2.2 CGPA(S) * out of 4.

Graduates in Annual Scheme/Other Pattern

A pass in B.Sc. Degree recognized by the University of Kerala with Electronics/ Physics as one of the subjects (Main/Subsidiary) with not less than 55% marks in optional subjects.

c. M.Com

Graduates in CBCSS Pattern (2013 Admission)

Commerce as Core Course with not less than 4.5 CCPA[S] * out of 10 /B.Com Computer Application/ B.Com. Tourism and Travel Management (Career Related/ Vocational/Restructured)/B.Com.Tax Procedure and Practices (Career Related/ Vocational/ Restructured)/ B.Com Actuarial Science (Vocational)/ B.Com Office Management & Secretarial Practice/B.Com Hotel Management and Catering (Career Related/ Restructured). BBA/BBS/BBM graduates are also eligible. 80% of the total seats for M.Com. Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com. Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS & BBM Degree holders, if otherwise eligible based on merit.(U.O.No.Ac.AIII/1/4061/2013, dated 09.07.2014)

Graduates in CBCSS Pattern (Prior to 2013 Admission)

Commerce as Core Course with not less than 1.8 CGPA[S] * out of 4 /B.Com Computer Application/ B.Com. Tourism and Travel Management (Career Related/ Vocational/Restructured)/B.Com.Tax Procedure and Practices (Career Related/ Vocational/ Restructured)/ B.Com Actuarial Science (Vocational)/ B.Com Office Management & Secretarial Practice/B.Com Hotel Management and Catering (Career Related/ Restructured). BBA/BBS/BBM graduates are also eligible. 80% of the total seats for M.Com. Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com. Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS & BBM Degree holders, if otherwise eligible based on merit.(U.O.No.Ac.AIII/1/4061/2013, dated 09.07.2014)

Graduates in Annual Scheme/Other Pattern

B.Com with not less than 45% marks in part III optional subjects/B.Com. Computer Application/ B.Com. Tourism and Travel Management (Vocational and Restructured)/ B.Com Tax procedure and Practices (Vocational and Restructured)/ B.Com Actuarial Science (Vocational)/ B.Com Office Management & Secretarial Practice/ B.Com Hotel Management and Catering (Restructured)/ BBA/BBS/BBM. 80% of the total seats for M.Com. Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com. Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS & BBM Degree holders, if otherwise eligible based on merit. (U.O.No. Ac.AIII/1/4061/2013, dated 09.07.2014)

- Note:1.Candidates whose degree "is accepted as equivalent there to by the University of Kerala" are alone eligible to apply.
2. *CCPA(S) is CCPA for specialized subjects (it is computed without considering the Language Courses, Foundation Course for Language and Open Course)
 3. All grades will be converted into Percentage of marks for preparation of rank list.
 4. For SEBC category, a relaxation of 2% is allowed for the minimum requirement of Educational qualification wherever it has not been mentioned specifically.

3. ADMISSION PROCEDURE

Candidates have to submit duly filled prescribed application form to the concerned College. Rank list will be prepared on the basis of merit and selection will be made accordingly in the College as per the criteria specified by the University of Kerala.

The rank list for PG Degree courses will be prepared on the basis of marks/CGPA obtained in the qualifying examination in Part III Subjects/Core and Complimentary Courses, (including weightage/deduction where ever applicable), unless otherwise mentioned. The rank list will be prepared based on the total marks/Percentage of CGPA (converted by the formula provided by respective University) obtained by the candidate out of 1000 (for more information please refer the clause 6 of Prospectus for CAP2016 of the University of Kerala at http://admissions.keralauniversity.ac.in/pg_)

4. RESERVATION

All the statutory reservation seats available will be filled up by the University through the Online Centralised Allotment Process(CAP). (for more information please refer the Prospectus for CAP2016 of the University of Kerala at http://admissions.keralauniversity.ac.in/pg_)

5. HOW TO APPLY

Application forms and prospectus can be downloaded from the IHRD website www.ihrd.ac.in. and the filled in application should be submitted to Principals of the Colleges of Applied Science,(where you desire to secure admission) at Adoor, Dhanuvachapuram & Mavelikkara along with the Registration fee of Rs.300/- (Rs.150/- for SC/ST candidates) either by Cash or Demand Draft(D.D) up to the last date specified by the University. The Demand Draft should be drawn in favour of the Principal of the College concerned. If the filled in application is sent to the Principal by post, then it must be accompanied by a D.D. for Rs. 300/-(Rs. 150/- for SC/ST) towards the registration fee, drawn in favour of the Principal of the concerned college.

Note: The registration fee once paid will not be refunded under any circumstances.

Application forms for admission to M.Sc. Computer Science/Electronics/M.Com duly filled up should reach the Principals of the concerned Colleges on or before the last date specified by the University. For applying for admission to more than one college, separate application forms should be submitted to the Principals of the colleges concerned. The application for admission to the Post Graduate Degree courses will not be accepted in the IHRD Head Quarters or any other associated Institutions. Applications received later than the last date specified by the university will not be accepted on any account.

The candidates who wish to secure admission in the college also need to furnish the CAP registration number in the application form, after completing the online registration procedure provided in the admission portal of University of Kerala. (<http://www.admissions.keralauniversity.ac.in>)

6. FEES details

*Fee Particulars per Semester	M.Sc (Rs.)	M.Com (Rs.)
1. Tuition Fee	19,000	16,000
2. Student Amenities Fee(library,lab,Internet)	1500	750
3. Admission Fee (<i>payable at the time of admission</i>)	1,000	1,000
4. Caution deposit (<i>refundable</i>)	1,000	1,000
5. University Fees	<i>As per University</i>	<i>As per University</i>
6. PTA membership fee	<i>As per PTA rules</i>	<i>As per PTA rules</i>

*Fee remittance details	M.Sc (Rs.)	M.Com (Rs.)
Amount to be paid at the time of admission (<i>1st Installment Fee of S1</i>) and PTA membership fee	13,000 + PTA fee	10,000 + PTA fee
Amount to be paid during Nov 2016 (<i>2nd Installment Fee of S1</i>)	9,500	8,750
Semester fee for remaining Semesters (<i>single Installment to be paid at the beginning of each</i>)	20,500	16,750

Note:

- In addition to the fee stated above, the students will have to remit the affiliation and other fees as required by the University from time to time.
- Fees once paid will not be refunded under any circumstances.
- No educational concession will be available to the students of the M.Sc/M.Com courses 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 commencement of regular classes. 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.
- The Candidates should produce the following documents in original at the time of interview for admission.
 - Matriculation Certificate.
 - Certificates and Mark list of the qualifying examination.
 - Community/Income Certificates, if applicable.
 - T.C. and Conduct Certificate from the institution last studied.

7. Rules for the Issue of Transfer Certificate.

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

- 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 & Special fee paid at the time of admission. All other fees paid at the time of admission are non-refundable.
- 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 fees dues for first semester if any. All the fees paid at the time of admission are non-refundable.
- 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 course fee for the current semester and next one semester for the issue of TC and other documents .
- 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 course fee for all the remaining semesters of the course for the issue of TC and other documents.
- If a student applies for TC to join higher option allotted by the centralized allotment process for the PG admission of the University, the TC and other documents will be issued as per the University guidelines.

8. GENERAL INSTRUCTIONS

1. Candidates should appear for Interview/Admission at their own cost.
2. The Candidates should produce the following documents in original at the time of interview for admission.
Matriculation Certificate, Mark list & Certificate/Provisional of the Degree examination, Community/Income Certificates, if applicable for SC/ST/OEC candidates.
3. T.C. and Conduct Certificate from the institution last studied.
4. If any candidate who is provisionally selected for admission fails to report to the Principal on or before the specified date and time or if he/ she fails to pay the fees indicated in the admission memo his/her selection will stand cancelled.
5. Late applications will not be considered under any circumstances.
6. Candidates from Universities other than University of Kerala should produce migration Certificate and pass certificate at the time of interview/admission.
7. The applicant whose qualifying examinations other than a degree of the University of Kerala should submit an eligibility certificate from the University of Kerala at the time of admission.
8. Receipt of application will be acknowledged allotting a register number. The registration number as shown in the receipt should be mentioned in all future correspondence concerning admission.
9. Selection of Candidates will be made by the Principal as detailed in clause 3. Admission procedure.
The selection for admission will be provisional subject to verification of original documents and eligibility by the Head of the Institution. On verification, if any information given in the application is found to be false, the candidate will forfeit his/her claim for admission.
10. The list of candidates called for interview will be published in the institution. Selection memo will be sent by email only. Hence providing valid email-id and a contact telephone number is mandatory. However, if a student wish to get memo by ordinary post, he/she must attach a separate request to the Principal along with the application form.
11. The candidates called for interview should bring the originals of all the Certificates on the date specified at their own expense. T.C. should be produced within a week from the date of provisional admission.
12. A candidate who does not turn up for the interview as per the schedule and 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 authorised person can act as a proxy at the risk of the candidate.
13. The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time. Copy of the campus rules now in force in the institutions under IHRD are available in the office of the Colleges, for reference.

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; or
- b) asking the student to do any actor perform something which such student will not in the ordinary course 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 extend 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,
01/08/2016

Sd/-
DIRECTOR