



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

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

PROSPECTUS

2016-'17

**College of Applied Science, Cheemeni
College of Applied Science, Koothuparamba
College of Applied Science, Manjeshwaram
College of Applied Science, Pattuvam
College of Applied Science, Neruvambram &
P.K.Kalan College of Applied Science, Mananthavady**

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

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
**Admission to M.Com Course and M.Sc. Degree Courses in Computer
 Science/Electronics**

in the seats to be filled up by College, under Kannur University, 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 Commerce, Computer Science & Electronics in the Colleges of Applied Science, at Cheemeni, Koothuparamba, Manjeshwaram, Pattuvam, Payyannur & Mananthavady during the academic year 2016-2017. The above courses consists of 4 semesters spread over a period of 2 years and are affiliated to the **Kannur University**. The scheme and syllabus for the courses will be as followed in the Kannur University.

1. COLLEGE, COURSE & ANNUAL INTAKE

College	Course	Total Seats
1. College of Applied Science, Cheemeni , Pallippara, P.O.Pettikundu Cheruvathur -671313, Kasaragod Dist. Ph: 0467-2257541 cascheemeni@ihrd.ac.in	1. M.Sc. Computer Science	20
	2. M.Sc. Electronics	20
2. College of Applied Science, Koothuparamba, P.O Kottayam Malabar – 670 643 , Kannur Dist Ph: 0490-2362123 caskeethuparamba@ihrd.ac.in	1. M.Sc. Computer Science	20
	2. M.Sc. Electronics	20
3. College of Applied Science, Manjeshwaram. P.O.Kumbla Kasaragod Dist. - 671321 Ph: 04998-215615 casmanjeswaram@ihrd.ac.in casmanjeswaram.ihrd@gmail.com	1. M.Sc. Computer Science	20
	2. M.Sc. Electronics	20
4. College of Applied Science, Pattuvam, Kayyambadam, Ariyil P.O, Thaliparamba-670143, Kannur Dist. Ph: 0460-2206050 Caspattuvam.ihrd@gmail.com caspattuvam@ihrd.ac.in	1. M.Sc. Computer Science	15
	2. M.Sc. Electronics	15
5. College of Applied Science, Payyannur Neruvambram, Ezhome P.O, Kannur 670334 Ph: 0497-2877600 caspayyannur@ihrd.ac.in	1.M.Sc. Computer Science	20
	2 M.Sc Electronics.	20
	3.M.Com	20
6. P.K.Kalan Memmorial College of Applied Science Mananthavady, Nelloornadu P.O, Mananthavady, Wayanad – 670645 Ph: 04935- 245484 Casmananthavady.ihrd@gmail.com	1. M.Sc. Electronics	12

2. ELIGIBILITY FOR ADMISSION

Eligibility for admission is as specified by the Kannur University 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.

a. 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.

b. 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.

2.2 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.

- a. 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
- b. A certificate from the Village Officer/ Tahsildar to show that he/she or his/her mother/father was born in Kerala. OR
- c. 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
- d. The true copy of relevant page of Secondary School Leaving Certificate showing the Place of Birth in Kerala of the candidate. OR
- e. 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
- f. 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.

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

2.4 Academic Eligibility

Academic eligibility and method of selection will be as per the rules ordered by the Kannur University from time to time.

a. M.Sc. Computer Science

ij CBCSS Pattern

A pass in B.Sc. Degree in Computer Science with not less than 2 CGPA(s) out of 4 . They should have undergone instructions in B.Sc. Computer Science or B.Sc. Electronics or BCA, or any other degree in Science with Mathematics/ Computer Science/ Computer Applications/ Computer Maintenance as Complementary course or as one of the three major components of subject group or An equivalent Degree recognized by the Kannur University for the purpose.

ij) Annual Scheme/Other Pattern

A pass in B.Sc Degree in first class with not less than 50% marks in the subject concerned(Part III or equivalent).They should have undergone instructions in B.Sc Computer Science or B.Sc Electronics or BCA, any other degree in Science with Mathematics/Computer Science/Computer Applications/Computer Maintenance as subsidiary or as one of the three major components of subject group or as an equivalent Degree recognized by the university of Kerala for the Purpose.

b. M.Sc. Electronics

ij CBCSS Pattern

A pass in B.Sc. Electronics CBCSS/ B.Sc. Electronics as one of the subject with in the dual Degree Scheme with 2 CGPA(s) out of 4 from a recognized university.

ij) Annual Scheme/Other Pattern

A pass in B.Sc. Electronics/B.Sc Electronics as one of the subject with in the dual Degree Scheme with 50% marks from recognized university.

Note: 1. Candidates whose degree "is accepted as equivalent there to by the Kannur University alone are eligible to apply.

2. Relaxation in Grade Points/Marks in the Qualifying examination for SC/ST and SEBC candidates are available as per university rules.

3. All grades will be converted into Percentage of marks for preparation of rank list.

c. MCom.

ij CBCSS Pattern

A Pass in BCom /BBA/BBM with 2CGPA out of 4 from a recognized University

ij) Annual Scheme/Other Pattern

A Pass in BCom/BBA/BBM with 50% marks from a recognized university.

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 Kannur University

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.

4. RESERVATION

All the statutory reservation seats available will be filled up by SC/ST candidates as per University norms. In case SC/ST candidates are not available it has to be notified in News papers and if still lay vacant will be filled up by OEC candidates. If OEC candidates are also not available it will be filled up by general candidates according to merit.

Note: This has exception in P.K. Kalan Memmorial College of Applied Science ,Mananthavady. (It is a Community College) where Special reservation of 50% for ST Candidates, 30% for SC candidates are available.

5. HOW TO APPLY

Application form 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 following Colleges of Applied Science,(where the candidate desires to secure admission).at **Cheemeni, Koothuparamba, Manjeshwaram, Pattuvam, Payyannur(Neruvambram) & Mananthavady** 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 Kannur 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. Last date of application is as insisted by the University.

Application for admission to M.Com and M.Sc. Computer Science/Electronics duly filled up should reach the Principals of the concerned Colleges on or before the last date specified by the University. The application for admission to the M.Com and M.Sc. courses will not be accepted in the IHRD, Thiruvananthapuram.Applications received later than the time specified above will not be accepted on any account.

6. FEES

*Fee Particulars for Semester	M.Sc (Rs.)	M.Com (Rs.)
1. Tuition Fee	19,000	16,000
2. Student Amenities Fee (including Lab, Library, Internet fee etc.)	1,500	750
3. Admission Fee (payable at the time of admission)	1,000	1000
4. Caution deposit (refundable)	1,000	1000
5. University Fees	As per University rates	As per University rates
6. PTA membership fee	As per PTA rules	As per PTA rules

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

Note:

- (1) 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.
- (2) Fees once paid will not be refunded under any circumstances.
- (3) No educational concession will be available to the students of the M.Com and M.Sc. 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.
- (4) The Candidates should produce the following documents in original at the time of interview for admission.
 - a) Matriculation Certificate.
 - b) Certificates and Mark list of the qualifying examination.
 - c) Community/Income Certificates, if applicable.
 - d) 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.

- 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 & Special 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 fees 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 course 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 course fee for all the remaining semesters of the course for the issue of TC and other documents.
- e) If a student applies for TC to join higher option allotted by the centralized allotment process of the University, the TC and other documents will be issued as per the University guidelines.

8. GENERAL INSTRUCTIONS

- 8.1 Candidates should appear for Interview/Admission at their own cost.
- 8.2 The Candidates should produce the following documents in original at the time of interview for admission.
 1. Matriculation Certificate.
 2. Mark list & Certificate/Provisional of the Degree examination.
 3. Community/Income Certificates, if applicable for SC/ST/OEC candidates.
 4. T.C. and Conduct Certificate from the institution last studied.
- 8.3 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.
- 8.4 Late applications will not be considered under any circumstances.
- 8.5 Candidates from Universities other than University of Kerala should produce migration Certificate and pass certificate at the time of interview/admission.
- 8.6 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.
- 8.7 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.

- 8.8 Selection of Candidates will be made by the Principal as detailed in clause 3. Admission procedure.
- 8.9 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.
- 8.10 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.**
- 8.11 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.
- 8.12 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.
- 8.13 The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time. Copies of the campus rules now in force in the institutions under IHRD are available in the office of the Colleges, for reference.
- 8.14 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; 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 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 IV 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,
30-06-2016

Sd/-
DIRECTOR