



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

**Admission to the Choice based Credit Semester System
(U.G) Programme (B.Sc Computer Science/ B.Sc Electronics/
B.Com with CA/BA English with Journalism) to the seats allocated
to the Colleges of Applied Science managed by I.H.R.D and
affiliated to the Kannur University during 2016–2017**

PROSPECTUS

College of Applied Science, Cheemeni
College of Applied Science, Kuthuparamba
College of Applied Science, Manjeswaram
College of Applied Science, Pattuvam
College of Applied Science, Payyannur
College of Applied Science, Pinarayi
EMS Memorial College of Applied Science, Iritty
Model College, Madikkai
PK Kalan Memorial College of Applied Science, Mananthavady

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



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

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

1. B.Sc. Computer Science
2. B.Sc. Electronics
3. B.Com with Computer Application
4. B.A English with Journalism

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

1. COLLEGE, COURSE & ANNUAL INTAKE

Colleges	Programme	Merit & Reservation Seats admitted by CAP	Seats to be filled up by the College	Total Seats
1. College of Applied Science Pattuvam Kayyambadam, Ariyil P.O, Thaliparamba, Kannur 670143 Ph: 0460-2206050 E mail: caspattuvam.ihrd@gmail.com	a) B.Sc Degree in Computer Science	20	20	40
	b) B.Sc Degree in Electronics	20	20	40
	c) B. Com with Computer Application	15	15	30
2. College of Applied Science, Cheemeni Pallippara, Pettikkund P.O, Cheruvathur, Kasargod 671313 Ph: 0467-2257541 E mail : cascheemeni@ihrd.ac.in	a) B.Sc Degree in Computer Science	13	12	25
	b) B.Sc Degree in Electronics	13	12	25
	c) B. Com with Computer Application	20	20	40
3. College of Applied Science, Koothuparamba, (P.O)Kottayam Malabar, Kannur 670643 Ph: 0490-2362123 E mail: caskoothuparamba@ihrd.ac.in	a) B.Sc Degree in Computer Science	13	12	25
	b) B.Sc Degree in Electronics	13	12	25
	c) B. Com with Computer Application	20	20	40
4. College of Applied Science, Payyannur, Neruvambram, Ezhome P O, Kannur, PIN-670334 Ph: 0497-2877600 E mail: caspayyannur@ihrd.ac.in	a) B.Sc Degree in Computer Science	20	20	40
	b) B.Sc Degree in Electronics	20	20	40
	c) B. Com with Computer Application	25	25	50
5. College of Applied Science, Manjeswaram, Kumbala P.O, Kasargod. – 671321 Ph: 04998-215615 E mail: casmajeswaram@ihrd.ac.in	a) B.Sc Degree in Computer Science	13	12	25
	b) B.Sc Degree in Electronics	13	12	25
	c) B. Com with Computer Application	20	20	40
* 6. P K Kalan Memorial College of Applied Science Mananthavady, Nelloornadu P.O Mananthavady, Wayanad-670645 Ph: 04935-245484 E mail: casmananthavady.ihrd@gmail.com	a) B.Sc Degree in Computer Science	13	12	25
	b) B.Sc Degree in Electronics	13	12	25
	c) B. Com with Computer Application	20	20	40
7. E M S Memorial College of Applied Science, Iritty Kiliyanthara P O, Kunnoth, Iritty, Kannur 670706 Ph: 0490-2423044 Email: casiritty@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

8.College of Applied Science, Pinarayi Pinarayi P O, Thalassery, Kannur-670741 Ph: 0490 – 2384480 E mail caspinarayi@ihrd.ac.in	a) B.Sc Degree in Computer Science	13	12	25
	b) B.Sc Degree in Electronics	13	12	25
	c) B. Com with Computer Application	20	20	40
9. Model College, Madikkai, Nileschwaram- Kanhirapoi P O, Anandashram (via), Kanhagad 671531 Ph: 0467 - 2240911 E mail casnileschwaram@ihrd.ac.in	a) B.Sc Degree in Electronics	13	12	25
	b) B. Com with Computer Application	20	20	40
	c) B.A English with Journalism	15	15	30

* At P K Kalan Memorial College of Applied Science, Mananthavady 50% of the total intake will be reserved for ST candidates, 30% for SC and 20% for candidates from General category. 50% of the total seats will be reserved exclusively for candidates from Wayanad district.

- Note: 1. If the intake is enhanced during the academic year, selection for admission will be made from among the candidates who have applied for admission in the current year
2. The Colleges of Applied Science under IHRD offer only Malayalam/Hindi as common courses for 3 Languages other than English for the UG Program.
3. 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 Kannur University. **Please refer Kannur University CAP website (<http://www.cap.kannuruniversity.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.
4. Only those who have registered for the CAP of Kannur University are eligible to apply for the 50% seats to be filled by IHRD Colleges and shall produce valid proof of their registration and ID number provided by the University.

2. ELIGIBILITY FOR ADMISSION

Those candidates who are “eligible for higher studies” as per the HSE or a pass in the equivalent examination is the minimum criteria for admission to degree programs unless otherwise specified. The grade/marks obtained in the **plus two** examinations will be taken for ‘Assessment of Merit for Degree Admission’. In addition to minimum criteria the following conditions are to be satisfied for applying to the courses offered.

- B.Sc. Computer Science:** A pass (Eligible for higher studies) in Higher Secondary Examination or any other Examination recognized as equivalent there to by the University in science stream and Mathematics as one of the optional subjects.
- B.Sc. Electronics:** A pass (Eligible for higher studies) in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent there to with Physics as one of the subjects.
- B.Com with Computer Application:** A pass (Eligible for higher studies) in the Higher Secondary Examination of the State or an Examination accepted by the University as equivalent there to provided candidates coming from Non- Commerce group should have at least 45% of the aggregate marks.
- B.A English with Journalism:** A pass (Eligible for higher studies) in the Higher Secondary Examination of the State or an examination accepted by the University as equivalent there to.

Note: Admission to all programmes will be as per the rules & regulations of the University KUCBCSSUG 2016. The eligibility criteria shall be as announced 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.

4. SELECTION OF CANDIDATES

- (i) Selection of candidates for admission to the Colleges of Applied Science under IHRD will be on Institution-wise basis. Admission to all the Colleges of Applied Science shall be made on the same day.
- (ii). Admission shall be made purely on the basis of marks obtained for Higher Secondary or equivalent qualifying examination and as per University rules.

The Ranking mark is derived as follows:

- a. For Computer Science: Total marks obtained for the qualifying examination + Marks for Mathematics + 20% of the marks for Computer Science/ Electronics+ grace marks- handicap mark.
- b. For Electronics : Total marks in Higher Secondary + Marks for Physics + grace marks -handicap marks
- c. For B Com with CA: Total marks in Higher Secondary + Marks scored for Accountancy + Weightage of 15% of marks scored for Business Studies+ grace marks – handicap marks
- d. For English with Journalism : Total marks for Higher Secondary/ equivalent (1200) +double the percentage of marks for General English
Grace mark for NCC/NSS = 15,
Handicap mark= -5 for each subsequent year of appearance.

In the case of VHSE candidates marks secured in vocational subjects and foundation course shall be excluded.

- (iii) For selection, the ranking marks will be finally arrived at also by taking into account the guidelines issued by the University (such as award of weightage, handicap marks etc.).
- (iv) The marks declared by the candidates in the application form will alone be considered for selection. If the maximum mark for a subject of the qualifying examination is above 100, the candidate shall convert the mark secured out of 100.
- (v) For the purpose of selection, College of Applied Science under IHRD will be treated as a separate unit.
- (vi) Selection of candidates for interview for admission will be on the basis of information including that of marks furnished by the candidate in the application form
- (vii) Relaxation of marks in the qualifying examination as per rules (for SC/ST-pass minimum, SEBC- 5% relaxation in the qualifying examination from the prescribed minimum for admission.)
- (viii) Standardization of marks for admission to First year Degree Programme under KUCBCS system will be as per the Guidelines issued by the University (refer the prospectus for CAP 2016)

Note:-

- (i) Candidates who do not furnish the details of marks as prescribed in column 22 of the application form will be summarily rejected.
- (ii)The selection of candidates for interview for admission will be on the above basis and the information furnished by the candidate in his / her application. Candidates should be very careful in furnishing the information, including marks in the application form.
- (iii)Copy of the mark list of the qualifying examination should be attached with the application form.

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 following Colleges of Applied Science,(where the candidate desires to secure admission) at Pattuvam, Cheemeni, Koothuparamba, Payyannur(Neruvambram), Manjeswaram, Mananthavady, Iritty, Pinarayi& Madikkai(Nileswaram) along with the Registration fee of Rs.200/- (Rs.100/- for SC/ST candidates) either by Cash or Demand Draft(D.D) up to the last date specified by the University. If the filled in application is sent to the concerned Principal by post, it should be accompanied by the Demand Draft for prescribed registration fee ie. (Rs.200 for General categories and 100/- for SC/ST).

Application forms for admission to B.Sc. Computer Science/Electronics/B.Com with Computer Application & B.A English with Journalism duly filled up should reach the Principals of the concerned Colleges **on or before the last date* specified by the University**. Attested copies of the mark list must be enclosed with the application form. 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 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.

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 the Kannur University <http://cap.kannuruniversity.ac.in>

*The last date of receipt of application is subject to change in the University notification in this regard.

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

6. FEES

6.1 Details of fees for each semester of B.S, BCom with CA & BA are given below:

FEE PARTICULARS	B.Sc (Rs.)	B.Com CA (Rs.)	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

6.2 Fee remittance details:

FEE Remittance Schedule	B.Sc (Rs.)	B.Com with CA (Rs.)	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*

i. In addition, the student will have to remit the University affiliation/administration and other fees as required by the University from time to time, including examination and Camp Valuation fee.

ii. The PTA fee as recommended by the College concerned has to be remitted at the time of admission.

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 programmes conducted at the Applied Science Colleges under IHRD, before the completion of the programme 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 programme 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 programme fee for all the remaining semesters of the programme for the issue of TC and other documents.
- e) In case of Inter College transfer between CAS under IHRD within the same University and programme, 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.

The above rules 7(a) to 7(e) are applicable for all students including those admitted through Centralized Admission Process.

8. GENERAL INSTRUCTIONS

- 8.1 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.
- 8.2 Selection of candidates will be made by the Principals concerned, based on the information furnished in the application.
- 8.3 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.
- 8.4 The list of candidates called for interview and the interview schedule will be published on the IHRD website, 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.
- 8.5 The candidates called for interview should bring the originals of all the certificates on the dates specified at their own expense.
- 8.6 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.

- 8.7 The candidate seeking admission to the programme 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 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 institution 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 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,
31/05/2016

Sd/-
DIRECTOR