



## **INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

*(Established by Government of Kerala)*

**Admission to Career Related First Degree Programme(CBCSS scheme)  
B.Sc. Computer Science & B.Com (Computer Applications )  
in the College of Applied Science, Kanjirappally,  
managed by IHRD and affiliated to Mahatma Gandhi University, Kottayam**



**College of Applied Science, Kanjirappally**

*(Prospectus issued for previous years are not valid for 2018-19)*

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
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**Admission to Career Related First Degree Programmes(B.Sc in Computer Science & B.Com (Computer Applications) in the College of Applied Science, Kanjirappally, managed by IHRD and affiliated to Mahatma Gandhi University Kottayam (CBCSS scheme) during 2018-19**

The Institute of Human Resources Development (IHRD) is a Govt. of Kerala undertaking. Applications are invited for admission to the B.Sc. Degree Programmes in Computer Science & B.Com (Computer Applications) conducted in the College of Applied Science, Kanjirappally, under the institute with affiliation to Mahatma Gandhi University during the academic year 2018-2019. The details of the courses are furnished below.

### 1.COLLEGE, COURSE & ANNUAL INTAKE

College	Courses	Code	Seats filled by		Total Seats
			CAP	College	
1. College of Applied Science, Kanjirappally, Petta, Govt. High School Campus, Kottayam-686507 04828-206480 Mail: <a href="mailto:caskanjirappally@ihrd.ac.in">caskanjirappally@ihrd.ac.in</a>	a) B.Sc Degree in Computer Science	BSc-CS	15	15	30
	b) B.Com with Computer Application	BCom-CA	15	15	30

- Note:** 1. 50% of the sanctioned strength in each course will be filled by the University based on the options exercised by the student through **Centralized Allotment Process 2018-19**.  
2. If the intake is enhanced during the academic year, selection for admission will be made from the candidates who have applied for admission against the prospectus.

### 2. ELIGIBILITY FOR ADMISSION

The candidate must have all eligibility conditions as prescribed by the University to join the course.

Course & Code	Eligibility for Admission	Calculation of Index Mark
1. BSc Computer Science (BSc-CS)	A pass in the +2/equivalent examination of the Higher Secondary Education Department/Board with Physics, Chemistry and Mathematics as optional subjects or any other examination accepted by M.G. University as equivalent thereto.	Total marks obtained in part III of the qualifying examination less handicap marks plus marks obtained for Mathematics /Computer Science (best of two) plus bonus marks if any*
2. Bcom with Computer Application (BCom-CA)	A pass in the +2/equivalent examination recognized by Mahatma Gandhi University with Book keeping and Accountancy and any two of the following subjects. 1. Commerce, 2. Commercial Correspondence and Commercial Geography, 3. Economics, 4. Life Insurance with salesmanship, 5. Banking with Secretarial Practice, 6. Business Studies, 7. Mathematics, 8. Computer Science/ Computer Application. 9. Informatics Practice & Management, 10. Informatics Practice, 11. Management, 12. Accountancy as optional under part III of the examination. OR To have passed +2 / equivalent examination recognized by this university with other subjects under part III optional provided they have secured 45% of the aggregate marks or an examination accepted by the University as equivalent there to subject to the restrictions regarding marks as mentioned above.	Marks obtained in part III optional at plus two / equivalent examination less handicap marks plus weightage of 50 marks in each of the three subject of Commerce combination subject to a maximum of 150 marks plus bonus marks if any.The optional subjects concerned under part III will be commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-Keeping and Accountancy, Economics, Life Insurance and salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Computer Science / Computer Application, Informatics Practice, Management and Informatics Practice & Management.*

**Note\***. Marks obtained for the subjects in other streams, viz, CBSE, CISCE etc shall be standardized to that of Kerala Higher Secondary i.e., 200 marks per paper (200 marks X 6=1200 i.e., total marks). Index marks shall be calculated as mentioned above, but the marks obtained for vocational subjects in VHSE/THSE, etc. are to be excluded while calculating index marks.

Handicap Mark/s shall not be deemed as marks awarded for physical/mental disability of any kind of the applicant concerned. Handicap mark is the mark deducted from the marks of an applicant on account of acquiring the eligible qualifications in subsequent chances following the regular chance in which he or she ought to have acquired the eligible qualification.

For SC/ST applicants and ST applicants of Lakshadweep, only a pass minimum is required and for SEBC and OEC applicants 3% and 5% relaxation of marks respectively are allowed.

**Note:** All doubtful cases of eligibility and qualifications will be referred to the University for clarification. Admission will be offered only after receiving the clarification in such cases within the stipulated time of admission schedule.

### 3. SELECTION OF CANDIDATES

**3.1** Selection of Candidates will be done by the College of Applied Science, Kanjirappally, will be made on the same day.

- 1) Admission shall be made purely on the basis of grades/ marks obtained for Higher Secondary or equivalent qualifying examination.
- 2) For selection, the ranking index/ marks will be finally arrived at by taking into account the instructions and guidelines issued by the University from time to time.
- 3) The grade /marks declared by the candidates in the application form alone will 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.
- 4) Selection of candidates for interview for admission will be on the basis of information including that of grades/marks furnished by the candidate in the application form.

**Note:**(i) Candidates who do not furnish the details of grades / marks as prescribed in the relevant column of the application form will not be considered for admission.

(ii) The selection of candidates for admission will be on the above basis and the information furnished by the candidate in his /her application. Candidate should be very careful in furnishing the information, including grade / marks in the application form. Incomplete applications will be rejected without any intimation.

(iii) Attested copy of the mark list of the qualifying examination should be attached with the application form.

iv) The bonus handicapped marks will be awarded as per the guidelines issued by the University from time to time.

**3.2 Resolving of tie:** The admission of the students who obtain the same index marks/points shall be decided by the following guidelines of the university.

1. The candidate who has scored higher marks in the concerned elective subject shall be placed senior in the rank list. For B Com programme Business Studies ( Commerce) shall be considered as the Elective subject.
2. The candidate who has scored higher marks for Part III subjects ( or the subjects other than languages, if part is not specified ) taken together shall be placed senior in the rank list.
3. The candidate who has scored higher marks in Part I ( English if Part is not specified) shall be placed senior in the rank list.
4. The candidate who has scored higher marks in Part II (Second Language if Part is not specified) shall be placed senior in the ranklist.
5. By giving residential weightage ( at District/State Levels)
6. Preference shall be given to candidates who are elder, and age difference shall be calculated in completed years only, rounding of fractions. ( As candidates having difference in age less than one year happens to be admitted in the same class).

**3.3** The candidate shall produce the following original documents at the time of interview for admission.

- i SSLC Book
- ii Certificates and Mark list of the qualifying examination.
- iii Community/Income Certificates, if applicable.
- iv Transfer Certificate and Conduct Certificate from the institution last attended

**4. Reservation** (Only for 50% seats allocated to college)

The seats will be filled up on the following formula.

- i. 15% of the total intake is reserved for candidates who pass the THSS Examination from Technical Higher Secondary Schools managed by the IHRD. The mode of selection will be as per the eligibility and selection procedure mentioned above.
- ii. The remaining seats will be filled up from the general category as per clauses 3 and 4 mentioned above.
- iii. If any seats reserved remain unfilled, the same will go to the open merit.

**5. HOW TO APPLY**

Application forms and prospectus can be downloaded from the IHRD website [www.ihrd.ac.in](http://www.ihrd.ac.in) and the filled in application should be submitted to Principal of the College of Applied Science, Kanjirappally, along with the Registration fee of Rs.300/- (Rs.100/- 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. 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. 100/- for SC/ST) towards the registration fee, drawn in favour of the Principal.

Application forms for admission to B.Sc. Computer Science and B.Com with Computer Application duly filled up should reach the Principal of the College **on or before the last date specified by the University**. Self attested copies of qualifying certificate/SSLC certificate/NSS/NCC/certificate claiming reservations (if any) should be attached along with the application form. 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 on any account.

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

**6. FEES**

**6.1** Details of fees for each semester of B.Sc/B.Com are given below:

Sl.	Fees details (per Semester)	B.Sc Course	B.Com Comp.Appln
1.	Admission fee	Rs. 300/-	Rs. 300/-
2.	Tuition fee	Rs. 14,900/-	Rs. 9,200/-
3.	Student amenities (including lab,library, Internet fee etc.)	Rs. 800/-	Rs. 700/-
4.	Caution deposit(Refundable)	Rs. 1,000/-	Rs. 1,000/-

## 6.2 Fee remittance details:

<i>FEE Remittance Schedule</i>	<b>B.Sc Course</b>	<b>B.Com Comp.Appln</b>
A. First Installment fee for First Semester including caution deposit: <i>(to be paid at the time of admission)</i>	9,500/-*	6,600/-*
B. Second Installment fee for first Semester: <i>(to be paid during 3<sup>rd</sup> month of admission)</i>	7,500/-*	4,600/-*
C. Fee for all other Semesters	15,700/-*	9,900/-*

- \* 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.

## 6.3 Fee concession/Caution Deposit details

- (a) All students are required to pay Caution Deposit irrelevant of category including SC/ST/OEC candidates.
- (b) No educational concession will be available to the students of the Degree programmes conducted in the College of Applied Sciences under 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 to the SC/ST 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/ Government from time to time.
- (c) All students including those eligible for any type of Educational Concession from various Departments/Welfare Agencies, except the SC/ST/OEC Category, should remit the entire fee as per the schedule. But the actual amount sanctioned towards the educational concession to the eligible students by the Department/ Welfare agencies will be reimbursed to them by the Principal, as and when it is received in the institution.

## 7. RULES FOR ISSUE OF TRANSFER CERTIFICATE

- a) Any student who gets admission to Degree programmes later discontinues his/her study from any one of the College of Applied Science, managed by IHRD, TC will be issued as per conditions specified in the the G.O.(MS)no. 319/2017/H.Edn.(J) dated 29-12-2017. ie. In the event of a student withdrawing before the starting of the Course, the entire fee collected from the student, after a deduction of the processing fee of Rs.1,000/ - (Rupees One thousand only) will be refunded by the College. If a student leave after joining the Course(date of commencement of classes) and if the vacated seat is consequently filled by another student by the last date of admission, the College will refund the fee collected after a deduction of the processing fee of Rs. 1,000/ - (Rupees One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, the candidate is eligible to get refund of the Caution deposit only. All such refund will be processed only after closure of Degree admission 2018-19 by the University. Fee for the candidates getting admission in any of the College of Applied Science, managed by IHRD, during the same admission year will be adjusted after deducting the admission fee.
- b) If a student applies for TC to join Higher Option allotted by Centralized Allotment Process (CAP) for the degree admission of the University, the TC and other documents will be issued as per the University guidelines in time to time.
- c) In case of Inter College transfer between CAS under IHRD within the same University and programme after the date of closure of admission, TC will be issued on payment of Rs. 2000/- ( Rupees Two Thousand Only) towards processing fee. In such cases, the applicant is eligible to get refund of 75% of the tuition fee only through inter institutional transfer.

The rules 7a, b & c given above is applicable for all students admitted, including those admitted through Centralized Admission Process of University.

## 8. GENERAL

- 8.1 Receipt of application will be acknowledged and 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 eligibility, by the Head of the Institute. If on verification any information given in the application is found to be false, the candidates will forfeit his / her claim for admission.
- 8.4 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 post, he/she must attach a separate request to the Principal along with the application form.**  
The candidates called for interview should bring the originals of all the certificates on the dates specified at their own expense.
- 8.5 A candidates 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 authorised person can act as a proxy at the risk of the candidate.
- 8.6 The candidate seeking admission to the course 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) All students shall wear, the prescribed dress for Theory and Practical sessions as the case may be.
  - 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 institutional properties without loss or damage. This is a collective responsibility of the students.
  - 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.
- 8.7 Cell phone will not be permitted in the college premises. Use of mobile phones, performance of cinematic dance and fashion shows etc. are strictly banned in the campus.
- 8.8 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.

## 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 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  
 26-07-2018.

Sd/-  
**DIRECTOR**