



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala)

(www.ihrd.ac.in)

**Admission to Post Graduate Degree Programme
(Mcom Finance) in College of Applied Science, Muthuvallur
(managed by I.H.R.D and affiliated to University of Calicut)
during 2019–2020**



2019-20

**Colleges of Applied Science
at
Muthuvallur, Kondotty**

(Prospectus issued for previous years are not valid for 2019-20)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (I.H.R.D)

Admission to the newly started P.G Programme M.Com -Finance in College of Applied Science, Muthuvallur Kondotty, Malappuram District managed by I.H.R.D and affiliated to the University of Calicut during 2019-20.

The INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (I.H.R.D) is a Government of Kerala undertaking established for the development of manpower in the field of Electronics, Computer Science, Information Technology, Commerce and allied areas. With a view to provide advanced skills in the above fields, the Institute offers Post Graduate Degree Courses in various subjects in the Colleges of Applied Science under it during the academic year 2019-2020. The newly sanctioned MCom Finance course in College of Applied Science, Muthuvallur, Kondotty is of four semesters spread over a period of 2 years and affiliated to the Calicut University. The scheme & syllabi for the courses will be as followed in the Calicut University.

1. COLLEGES & ANNUAL INTAKE

College	Course	Intake
College of Applied Science, Muthuvallur Kondotty PO, Malappuram 673638 0483-2713218 casmuthuvallur@ihrd.ac.in casmuthuvallur.ihrd@gmail.com	MCom Finance	15

**Admission to the above course will be conducted by the college as per the norms and guide lines issued by the University of Calicut.*

2. ELIGIBILITY FOR ADMISSION

2.1 M.Com

Any candidate who has passed B.Com or B.B.A (earlier B.B.S) degree of University of Calicut or B.Com, B.B.A or B.B.M or B.B.S degree of any other University or Institute in any state recognized by UGC or AICTE with a minimum of 45% marks is eligible for admission.

NOTE:

- *Applicants are directed to refer the Prospectus/Admission rules (2019-20) published on the University website for further clarifications on eligibility, if any. Further conditions on eligibility if any, as prescribed by the Calicut University Prospectus/Admission rules (2019-20) will be followed. Any changes incorporated by the University in the eligibility/admission rules even after the issue of this Prospectus will be valid and binding till the admission procedure is completed.*
- *Applicants under Sports/Person with disabilities/Andaman & Nicobar Islands/Lakshwadeep/Kashmiri students quota are directed to apply to the College. For Sports Quota, the admission will be based on the ranklist prepared by the respective District Sports Council.*

3. RESERVATION : For reservation of seats the norms fixed by the Calicut University shall be followed.

4. ADMISSION: Strictly as per the norms & guidelines issued by the University from time to time. Rank list prepared as per the University norms/guidelines/prospectus would be published at the respective institution and their websites. **Memo for interview would be sent only by email to the eligible candidates, It is mandatory for the applicants to interact with the respective institutions and see their websites (if any) to know their rank positions.**

**Admissions to all seats are strictly based on merit observing the reservation norms issued by the University of Calicut and there are no management seats.*

5. HOW TO APPLY:

Application forms and prospectus can be downloaded from the IHRD website www.ihrd.ac.in or college websites, if any, and the filled in application should be submitted to Principals of the Colleges of Applied Science Muthuvallur along with the Registration fee of Rs.500/- (Rs.200/- for SC/ST candidates) either by Cash or Demand Draft(D.D) up to 09.08.2019, 2.00 PM 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. 500/- (Rs. 200/- for SC/ST) towards the registration fee, drawn in favour of the Principal College of Applied Science, Muthuvallur, Kondotty PO, Malappuram - 673638. The application for admission will not be accepted at I.H.R.D head office, Thiruvananthapuram. Applications received later than the time specified above, will not be accepted on any account.

***Last date is subject to any changes in the admission schedule as and when notified by the University or/and as decided by the Principal of the respective institution at which the application is submitted.**

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

6. FEES .

6.1 Details of fees for each semester of M.Com Finance is as given below:

FEE PARTICULARS	M.Com
1. Tuition fee	16,000
2. Students Amenities Fee (including Lab/Library/ Internet fee etc.)	750
Semester Fee	16,750
3. Admission fee (Payable at the time of admission)	1,000
4. Caution deposit(refundable) (Payable at the time of admission)	1,000
Total Fee	18,750

6.2 Fee remittance schedule:

*Fee remittance details	M.Com
Amount to be paid at the time of admission (1 st Installment Fee of S1)	10,000
Amount to be paid during October 2019 (2 nd Installment Fee of S1)	8,750
Semester fee for remaining Semesters (single Installment to be paid at the beginning of each semester)	16,750

- * 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 Post Graduate Degree programmes conducted in the Colleges 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 PG 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 PG admission 2019-20 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 PG 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, if any.

8. DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION

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

- 1.Originals of SSLC, Degree/Provisional Certificate and all the mark lists of the Qualifying exam, T.C, Conduct Certificate, Equivalency/Migration certificate wherever applicable.
2. Originals of Community and Other certificate to claim reservation/bonus/weightage if applicable.

9. GENERAL CONDITIONS

1. Selection of candidates will be made by the Principals concerned, based on the information furnished in the application.
2. The selection for admission will be provisional and subject to verification of any information given in the application. If any required information is found to be false or suppressed, the candidate will forfeit his/her claim for admission.
3. The candidates called for interview should bring the originals of all the Certificates on the date specified. TC should be produced within a week from the date of provisional admission.
4. 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 authorized person can act as a proxy at the risk of the candidate.
The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time.
5. 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.
6. 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.
7. Late entry to class rooms or labs/workshops will not be allowed.
8. The identity card issued by the Institute must be prominently displayed on the chest by each student. Mere position of the card is not enough.

9. Directions of the Principal and other staff in respect of academic matters and general discipline must be strictly complied with, by all students.
10. 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.
11. Hostel facilities are not available and hence the students will have to make their own arrangements for boarding and lodging.
12. Use of mobile phones, performance of cinematic dance and fashion shows is strictly banned in the campus and punishable by fine and other disciplinary action as per the rules of the institution.

10. 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 applicant 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.

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

Thiruvananthapuram,
Dated. 06.08.2019

Sd/-
DIRECTOR