

About

The Institute of Human Resources Development (IHRD) is a Government Cost-Sharing Institution (As per order G.O (MS) No. 221/2023/HEDN dated 29-04-2023) established mainly for the development of manpower in the field of Electronics, Computer Science, Commerce, Information Technology and allied areas. With a view to provide advanced skills in the above fields, the Institute offers Post Graduate course in Commerce in the College of Applied sciences at Thodupuzha during the academic year 2023- 24. The above courses consist of 4 semesters spread over a period of 2 years and are affiliated to M.G University. The scheme & syllabus for the courses will be as followed in the M. G University.

Online applications are invited for admission to the following MGU-CSS programme and the link for online application

www.ihrdadmissions.org

Admission to Career Related Post Graduate Programmes

- M.Com Finance and Taxation

Colleges

1. College of Applied Science, Thodupuzha

VISIT US

<http://www.ihrd.ac.in/>

www.ihrdadmissions.org





COLLEGES AND ANNUAL INTAKE

Colleges	Courses	Seats admitted through University CAP/ Entrance	Seats Admitted by College	Total Seats
College of Applied Science Thodupuzha Near Court Complex, Muttom P O, Thodupuzha, Idukki - 685584, Ph. 04862-257447, 257811, 8547005047 E mail: casthodupuzha@ihrd.ac.in Website: casthodupuzha.ihrd.ac.in	M.Com Finance and Taxation	10	10	20

Note

- 50% of the sanctioned strength in each course will be filled by University based on the options exercised by the student through Centralized Allotment Process (CAP) 2023-24. Please refer University website for more Information*
- 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*

ELIGIBILITY FOR ADMISSION

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

1. **Age Limit** : There is no age limit for applying to various post graduate programmes conducted in colleges affiliated To the university
2. Academic eligibility should be satisfied as on of the last date for submission of academic data. No candidate shall be admitted to the PG degree programme unless he or she possesses qualification and minimum requirement there of
3. If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later, admission shall be denied or he/she shall be expelled from the educational institution
4. (1) Candidates should have passed the corresponding degree examination under the 10 +2+3 pattern with one core/ main subject and two complementary / subsidiaries subjects from any of the universities in Kerala or any other university recognized by Mahatma Gandhi University as equivalent there to for admission, subject to the stipulation regarding marks.

OR

(2) Candidates who have passed degree examination with double or triple main subject + or candidates who have passed the degree examination in vocational or specialized programmes are also eligible for admission. However, they have to submit copy of the equivalency/Eligibility certificates from Mahatma Gandhi University, stating that, their qualifying examination is recognized for seeking admission to the relevant PG Degree course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

5. The minimum requirements for admission to PG degree programmes are

	CBCSS Pattern 2009	CBCSS pattern 2013	Pre CBCSS Pattern
M.Com Finance and Taxation	Graduation in Commerce / BBA/ BBM with not less than CGPA of 1.8 out of 4 in the Core Group (Core + Complementary + Open Courses)	Graduation in Commerce / BBA/ BBM with not less than CCPA of 4.5 out of 10.00 in the Core Group (Core + Complementary + Open Courses)	Graduation in Commerce / BBA/ BBM with not less than 45% marks in part III (Main/ Core + subsidiaries / Complementaries).

CALCULATION OF INDEX MARKS FOR M Com

Index mark is calculated after adding / deducting the weightage / bonus marks / handicap marks if any

For graduates who have passed B.Com Model I programme			
M.Com Finance and Taxation	<p>CGPA secured for core course X total credit of core course + CGPA (Complimentary course) x total credit of complimentary course / (total credit for core course + total credit for complimentary course)------(A)</p> <p>Ax25 = percentage of marks --(B)</p> <p>Bx10 = marks out of 1000----- (C)</p> <p>Index mark = C + weightage + bonus marks- handicap marks, if any</p>	<p>CCPA secured for core course X total credit of core course + CCPA (Complimentary course) x total credit of complimentary course / (total credit for core course + total credit for complimentary course)------(A)</p> <p>Ax10= percentage of marks ----(B)</p> <p>Bx10 = marks out of 1000 ----- (C)</p> <p>Index mark = C + weightage + bonus marks- handicap marks, if any</p>	<p>Marks secured for part III main papers is converted into 1000. Index mark is calculated after adding/deducting weightage/bonus/handicap marks if any</p>
For graduates who have passed B.Com Model II/Model III/BBA/BBM			
	<p>CGPA secured for part III core course is converted into percentage marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10</p>	<p>CCPA secured for part III core courses is converted into percentage marks by multiplying the same by 10. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10</p>	<p>In the case of candidates who have passed B.Com model II, marks secured for part III core papers is converted into 1000. In the case of candidates who have passed BBA total marks obtained excluding the marks of English , Social project, Management project viva shall be converted to 1000 and the case of candidates who have passed BBM total marks obtained excluding the marks of English. Industrial training and project report and comprehensive viva-voce shall be converted to1000. Index mark is calculated after adding/ deducting Weightage/bonus/handicap marks if any</p>

Note

1. *Candidates whose degree is accepted as equivalent there to by the M. G. Universities alone are eligible to apply.*
2. *No rounding of marks to the nearest whole number shall be done.*
3. *Relaxation in marks in the qualifying examination for SC, ST, SEBC, OEC and persons with disability categories should be given as per University rules and regulations.*
4. *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*
5. *Minimum requirements for admission to PG programmes will be as specified by the MG University. Any change in rules, if specified by the University later will be applicable for admission as per this prospectus.*
 - A. *The candidate should be a citizen of India*
 - B. *There will be no restriction with regard to age for admission*



SELECTION PROCEDURE

Selection of candidates for admission to Colleges of Applied Science under IHRD will be on University-wise. Admission shall be made purely on the basis of the marks obtained by the candidates for the qualifying examination. The ranking marks shall be arrived as follows:

PREPARATION OF RANK LIST

Under Pre - CBCSS pattern, the rank list of P.G degree programmes will be prepared on the basis of the marks obtained in the qualifying examination in part III subjects unless otherwise mentioned, standardized to 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any .

Under CBCSS (2009) and CBCSS (2013) pattern, the CGPA secured for Part III Core group (Core + Complementary courses) unless otherwise mentioned shall be converted into marks out of 1000. The index mark is arrived at after adding / deducting weightage/bonus marks/handicap marks, if any.

Note: Rank list should be prepared as per University rules and regulations.

BONUS MARKS

The Bonus marks will be awarded as follows:

1. Bonus mark of 10 shall be awarded to 'B' and 'C' certificate holders in proof of their high proficiency. For NCC candidate the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the directorate provided by the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programs. **The Claim of these candidates who have participated in NCC/NSS activities prior to the University level programme i.e. Higher Secondary / Plus Two /Vocational Higher Secondary etc will not be taken into account for awarding bonus marks**
2. Bonus mark of 5 shall be awarded to NSS certificate holders. In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately pre- ceding the P.G programs for which admission sought.

3. A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex- service men seeking admission to the P.G. Programs. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained not earlier than six months from the last date of submission of application from the military authorities or state/Zilla Sainik Welfare Officer to the effect that the applicant is the son/daughter of ex service man or an ex service man himself/herself.
4. The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC.
5. Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying marks in the quali- fying examination while calculating the index marks.
6. Deductions: Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below:
 - a. Handicap mark of 5 will be deducted from the total rank marks for each additional appearance he/she has taken for completing the qualifying examination. Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.
 - b. Wherever letter grades are given for the qualifying examination, the candidate should produce the relevant document so that the grades can be converted into actual marks. In the case of grades where marks range is given, the mid value will be taken for computation of index marks. Selection of candidates for interview for admission will be on the basis of the information furnished by the candidates in the application form. A copy of the mark list & degree certificate of the qualifying examination duly attested by a gazetted officer should be attached with the application form. Candidates who do not furnish the above documents along with the application form will not be considered for selection.

DOCUMENTS TO BE PRODUCED DURING THE TIME OF INTERVIEW FOR ADMISSION

- a. SSLC/Equivalent certificate to prove date of birth
- b. Originals of certificates and mark list of the qualifying examination
- c. Community/income Certificates, if applicable
- d. Transfer Certificate
- e. Conduct Certificate
- f. Two passport size photographs

RESERVATION

All the statutory reservation seats available will be filled up by the University through the CAP

(For more information please refer the prospectus for CAP 2023-24 of the Mahatma Gandhi University)

HOW TO APPLY

Application form for admission to various PG degree courses in College of Applied Sciences against IHRD/College quota seats is to be completed online through the website of IHRD www.ihrdadmissions.org. The applicants need submit only single online application for admission to all the PG Degree Programmes in various College of Applied Sciences affiliated to MG University in open quota as mentioned above.

The application Registration fee will be Rs. 1000/- (Rs.350/- for SC/ST candidates). **Application Registration fee should be paid through SBI collect A/C only.** Registration fee once remitted shall not be refunded under any circumstances. The details of application Registration fee remitted should be entered in the admission portal while submitting the online application. Applications without Registration fee will be summarily rejected.

Submission of application i.e. registration of personal and academic data as well as options for programmes and Colleges shall be done online. Before submitting the application form, candidates are advised to verify details of academic programmes in a college through the website of the colleges, in addition to the published prospectus.

The candidates who wish to secure admission in the college quota also need to furnish the University CAP registration number in the application form, after completing the online registration procedure provided in the admission portal of MG University.

The instructions to fill the application and choice filling are given in the admission site. Read them carefully and follow the rules.

- I. The Application registration fee once paid is non-refundable**
- II. Applicants are required to register in the University CAP (2023-2024) and CAP Registration no. should be given in the Application form .**



FEES



DETAILS OF FEES FOR EACH SEMESTER OF M.COM IS GIVEN BELOW

SL	Fees details (per Semester)	For M.Com Courses
1	Admission fee	Rs. 1,100/-
2	Tuition fee	Rs. 18,425/-
3	Caution deposit (<i>Refundable</i>)	Rs. 1,000/-
	Total	Rs. 20,525/-

Note

1. In addition, the student will have to remit all the fees required by the University from time to time.
2. The PTA fee as recommended by the College concerned has to be remitted at the time of admission. For all other semesters the fee should be remitted in a single installment. Candidates should pay the registration fees through **SBI collect A/C only**. After making the payment the candidates should submit the payment receipt to the college along with the printout of application through E mail . **Candidates shall not remit the fee in any other form like Demand Draft, Cheque etc.**

All other semesters the fee should be remitted in a single installment

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 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.

ADMISSIONS

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



GENERAL CONDITIONS

1. 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.
2. Selection of candidates will be made by the Principals concerned, based on the information furnished in the application.
3. The selection for admission will be provisional subject to verification any information given in the application is found to be false; the candidate will forfeit his/her claim for admission.
4. The list of candidates called for interview will be published in the institution. Selection memo will be send by e mail only. Hence providing valid e mail 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.
5. The candidates called for interview should bring the originals of all the Certificates on the dates specified at their own expense. TC should be produced within a week from the date of provisional admission.
6. 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.
7. The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time.
8. The applicants as his/her parent/guardian are required to furnish declaration on the awareness of the provisions of the act in the application form.
9. Any other details not specifically covered by this prospectus will be decided by the undersigned and such decisions will be final
10. Cell phone will not be permitted in the college premises.
11. 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.



PREVENTION OF RAGGING IN CAMPUS



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 furnish below for information of the concerned

- a) The Act may be called the Kerala Prohibition of Ragging Act 1998
- b) It extends to the whole of the State of Kerala

“ **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 included:

- a. Teasing, abusing of, playing practical jokes on or causing hurt to such student; or
- b. Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

Ragging within or without any educational institution is prohibited.

Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or without, any educational institution, shall, on conviction, be punished with imprisonment for a term which may extent two years and shall also be liable to a fine which may extend to ten thousand rupees.

DISMISSAL OF STUDENT

Any student convicted of an offence under section (4) shall also be dismissed from the education 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.

SUSPENSION OF STUDENT

1. 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.
2. 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.

Copy of the prohibition of Ragging Act 1998 will be available in the institution for reference.

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

**Thiruvananthapuram
26.07.2023**

**Sd/-
Director**