



## **INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

*(Government of Kerala)*

**Admission to the Four Year Under Graduate Programmes  
(with 3<sup>rd</sup> Year exit option) (B Com Co-Operation  
& Bachelor of Tourism and Travel Management) in the  
Colleges of Applied Sciences under IHRD and affiliated to  
Kannur University during  
**2024–2025****



**EMS Memorial College of Applied Science, Iritty**

*(Prospectus issued for previous years are not valid for 2024-25)*

# **Admission to the seats under the Kannur University Four Year Choice Based Credit & Semester System (CBCSS) Under Graduate Programmes (KU-FYUGP) (2024-2025)**

The INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (I.H.R.D) is a government institution 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 Under Graduate Degree Courses in various subjects in the following Colleges of Applied Science during the academic year 2024-2025. Online Applications are invited for admission to the following FYUGP- Programmes conducted at the Colleges of Applied Science, affiliated to the Kannur University during the academic year 2024-2025. The link for online application is

*<http://www.ihrdadmissions.org>*

- **B Com Co-Operation**
- **Bachelor of Tourism and Travel Management**

The above programmes have two broad pathways (1) 3 - Year UG Degree (2) 4 –Year UG Degree (Honors)

## **(1) 3 - Year UG Degree**

Students who choose to exit after 3 years shall be awarded a UG Degree in their respective Major Discipline after the successful completion of the required minimum of Courses of 133 credits (133).

## **(2) 4 –Year UG Degree (Honors)**

A Four year UG Honors Degree in the discipline/ disciplines shall be awarded to those who complete the KU-FYUGP with a specific number of Courses of 177 credits including 12 credits from a graduate project /dissertation of 8 credits in their major discipline.

## **Duration of programmes, credits requirements and options**

a) Students will be offered the opportunity to take breaks during the programme and resume after the break, but the total duration for completing the programme shall not exceed 8 years.

b) Candidates who wish to complete the undergraduate programmes faster may do so by completing different courses equivalent to the required number of credits and fulfilling all other requirements in N-1 semesters (where N is the number of semesters in an undergraduate programme).

c) The candidates may complete both the undergraduate programmes in slower pace, -they may pursue the three years or six semester programmes in 4 to 5 years (8 to 10 semesters), and four years, or eight semester programmes in 5 to 6 years (10 to 12 semesters).

d) For students who crossed 6 semesters at a slower pace, the requirement of 16 credits from the institutions where they enrolled may be relaxed. The higher education institutions shall admit candidates not only for programmes, but also for subjects or courses. The scheme and syllabi for the programmes will be as followed in the Kannur University FYUGP. The details of the programmes are given below.

# Contents

Sl. No.	Description	Page No.
1	COLLEGES & COURSES WITH INTAKE	1
2	ELIGIBILITY FOR ADMISSION	2
3	ADMISSION PROCEDURE	3-4
4	HOW TO APPLY	5-6
5	FEES	7-8
6	RULES FOR ISSUE OF TRANSFER CERTIFICATE	9
7	GENERAL INSTRUCTIONS	10-11
8	ANTI RAGGING ACT	12-13

## COLLEGE & COURSES WITH INTAKE

Colleges	Programmes	Seats admitted By University	Seats to be filled up by the College /IHRD	Total Seats
EMS Memorial College of Applied Science, Iritty, Kiliyanthara PO, Kunnoth, Iritty, Kannur - 670706 Ph:0490-2423044,8547003404 Email: casiritty@ihrd.ac.in casiritty.ihrd@gmail.com	a) Bachelor of Tourism and Travel Management	13	12	25
	b) B. Com Co-operation	15	15	30

### NOTE

1. 50% of the total seats including the seats reserved for SC/ST/SEBC/EWC will be filled up through Centralized Admission Process (CAP) by the University. Please refer University CAP website (<http://admission.kannuruniversity.ac.in>) for more information.
2. The Colleges of Applied Science under IHRD offer only Malayalam or Hindi (Also Kannada in CAS-Manjeswaram) as second language for all the U.G programmes other than English as the first language.
3. 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 would have to produce valid proof of their registration and ID number provided by the University.
4. If the intake is enhanced during the academic year due to permanent/ marginal increase, selection for admission will be made from the candidates who have applied for admission in the current year.
5. In any matters of contest or doubt about the eligibility/selection/assessment of merit of the applicant University rules prevailing from time to time will be final and binding.
6. 15% of the seats allocated to IHRD Colleges for B.Sc Computer Science, & B.Sc. Electronics are reserved for the candidates who have passed the THSS examination from the Technical Higher Secondary Schools under IHRD
7. Student admitted through University CAP and through IHRD admission portal have to pay the same fee as shown in para5.



# ELIGIBILITY FOR ADMISSION

Those candidates who are “Eligible for Higher Studies” as per the Higher Secondary Examination or a pass in the equivalent examination is the minimum criteria for admission to degree programmes, unless otherwise specified. However, candidates who have qualified the HSE and VHSE of the Government of Kerala under,, SAY 'scheme and Compartmental Examination of CBSE are also eligible for admission to first year degree programmes in the same academic year.

Programme	Eligibility for Admission	Mode of calculation of index Mark
1. B.Com Co-operation	A pass (Eligible for higher studies) in the Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto provided candidates coming from Non- Commerce group should have at least 45% of the aggregate marks. ( Ref. the University Prospectus UG CAP 2024-25)	Total marks of the qualifying examination + A weightage of 25 marks for each commerce subjects such as Accounting, Business studies, Management Studies, Auditing, Computer Application, Banking, Income Tax and Economics taken by the candidate subject to a maximum of 75marks (Ref. the University Prospectus UG CAP 2024-25)
2. Bachelor of Tourism and Travel Management (BTTM)	50% marks in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto ( Ref. the University Prospectus UG CAP 2024-25).	Total marks of the qualifying examination + Weightage of 75 marks to those applicants who have studied tourism at higher secondary level(VHSE/CBSE etc) (Ref. the University Prospectus UG CAP 2024-25)

***Any changes to the above eligibility/indexing rules announced by the University even after publishing of the Prospectus will be binding in the process of Admissions to all the above course.***



# ADMISSION PROCEDURE

Candidates have to submit duly filled up online application at the portal <http://www.ihrdadmissions.org>. The College, on the basis of merit as given below, will prepare rank list.

**ASSESSMENT OF MERIT:** Except when otherwise provided, the merit of a candidate will be assessed on the basis of the marks obtained by the candidate in the qualifying examinations for admission to the particular programmes, subject to such criteria as may be prescribed by the University. In assessing merit, marks will be awarded for extracurricular activities like sports, NCC, NSS, SPC etc. of the students. These marks will be added to the marks obtained for the qualifying examination for preparing the ranklist.

## **Weightage:-**

The weightage of marks shall be added to the marks scored by the candidate either to make him/her/their eligible for admission to a Programme or for ranking purposes to those who are otherwise eligible for admission. In the case of candidates who get the eligibility by this bonus marks, their ranking mark will be the sum of scored marks and the bonus marks.

## **Ex-Servicemen & their dependents**

A weightage of 15 marks will be given to the ex-servicemen and widows and children of Jawans and Ex-servicemen for admission (Applicable to Army/Navy/Air force only. Not applicable to paramilitary forces/CAPF/GREF/Coast Guard etc.). Certificates in proof of claim with supporting documents to be produced at the time of admission.

**The Candidates who have passed qualifying exam under CISCE or any other boards which have more than three electives will have to submit more than one application with different electives, in case they wish to seek admission for all the electives they have studied.**

**For example a candidate who chooses Mathematics as elective should compulsorily enter the Marks of Mathematics plus the marks of any other two electives as per their choice of that stream. This is applicable for all other subjects.**

**Note: Relaxation of marks in qualifying examinations as per rules (for SC/ST/PWBD – pass minimum, SEBC -5% relaxation in the qualifying examination from the prescribed minimum for admission).**

### **Deductions /Loosing of marks for subsequent appearances**

Candidates will lose 10 marks for ranking purpose for every successive attempt after the first attempt of qualifying examination, subject to a maximum of 25 marks. The number of chances means the number of chances taken for passing any part of the qualifying examination. Betterment of examination will not be considered as a chance.

#### **Resolving of tie:**

In the case of a tie of index marks, the following will be considered on a priority basis

- Marks of the subject opted
- Marks of English
- Date of Birth (older be placed higher in ranking)

### **Note**

1. The selection of candidates for interview for admission will be on the basis of information furnished by the candidate in his/her application. The online application form should be filled up carefully and ranking will be based on the order of preference given by the candidate. Incomplete applications will be rejected without any intimation.
2. Self-attested copy of the mark list of the qualifying examination, University CAP registration receipt, and SSLC certificate and other documents should be submitted at the time of admission.
3. The Colleges under IHRD, Govt. of Kerala, admissions for all seats are made purely on merit basis and strictly as per Govt. /University rules.
4. Canvassing in any form is illegal and strictly prohibited





# HOW TO APPLY

## APPLICATION FORM

Application form for admission to various degree courses in College of Applied Sciences against IHRD/College quota seats is to be completed online through the website of IHRD <http://www.ihrdadmissions.org>. The printout of the online application along with the remittance details of required registration fee and documents are to be submitted to the Principal of concerned colleges at the time of admission. Separate online application should be submitted for seeking admission to different Applied Science Colleges under IHRD.

## APPLICATION REGISTRATION FEE

The application Registration fee will be Rs. 750/- (Rs.250/- for SC/ST candidates). Candidates can submit application in various IHRD colleges under Kannur University by paying the above fee amount. Application Registration fee payment will be accepted only through SBI collect as per details in the IHRD admission portal . Application 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 application Registration fee will be summarily rejected.

## **SUBMISSION OF APPLICATION**

The print out taken after submitting online application along with supporting documents shall be submitted to the Principal of concerned Applied Science Colleges (Please see para 1, for the communication address of the Applied Science Colleges) at the time of admission only, if the candidate is selected provisionally in the rank list. Applications will be considered only if he/she has furnished the relevant certificates prescribed in this Prospectus. Late and incomplete applications / applications not in the prescribed form / applications without supporting documents and registration fee will be summarily rejected. 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 Kannur University.

## **DOCUMENTS TO BE SUBMITTED ALONG WITH PRINTOUT OF THE ONLINE APPLICATION**

1. Self- attested copy of the SSLC/ equivalent certificate to prove the date of birth of the applicant.
2. Self- attested copy of the mark list of the qualifying examination.
3. Self- attested copy of relevant certificate obtained from competent authority for claiming grace marks, if applicable.
4. Self- attested copy of relevant certificate for claiming IHRD THSS reservation.

\*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 is non-refundable.*



# FEES

# FEES

## DETAILS OF FEES FOR EACH SEMESTER OF B.COM & BTM

<b>FEE PARTICULARS</b>	<b>B.Com (Rs)</b>	<b>BTM (Rs.)</b>
Tuition fee	13035	13035
<b>Fee payable at the time of admission only</b>		
Admission fee		330
Caution deposit (refundable)		1,000

- I. In addition, the student will have to remit the University affiliation/ administration and other mandatory fees as required by the University from time to time, including examination and Camp Valuation fee.
- II. The PTA fee, Magazine, Association fees as recommended by the College concerned has to be remitted at the time of admission.

## **FEE CONCESSION/CAUTION DEPOSIT**

- I. All students are required to pay Caution Deposit irrelevant of category including SC/ST/OEC candidates.
- II. 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 and any other category as directed by the Govt. /University. The SC/ST/OEC candidates or any other category as prescribed by the Govt. from time to time 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.
- III. All students including those eligible for any type of Educational Concession from various Departments /Welfare Agencies, except the SC/ST/OEC or any other category as prescribed by the Govt. from time to time 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.



# RULES FOR ISSUE OF TRANSFER CERTIFICATE

1. Any student who gets admission to Degree programmes later discontinues his/her study from any one of the College of Applied Science, under IHRD, TC will be issued as per conditions specified in the G.O.(MS) no.319/2017/H.Edn.(J) dated 29-12-2017. i.e. 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 leaves 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. 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 2024-25 by the University. Fee for the candidates getting admission in any of the College of Applied Science, under IHRD, during the same admission year will be adjusted after deducting the admission fee.
2. If a student applies for TC to join Higher Option allotted by the University Centralized Allotment Process (CAP) for the degree admission of the University, the TC and other documents will be issued as per the University guidelines from time to time.
3. 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 (1,2&3) given above is applicable for all students admitted, including those admitted through Centralized Admission Process of University.



# INSTRUCTIONS

## GENERAL INSTRUCTIONS

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 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 candidate will forfeit his/her claim for admission.
3. The list of candidates called for interview and the interview schedule will be published in the concerned college notice board, and/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.** It will be mandatory for the candidates to check their position from the list published in the institution/website and appear for the interview.
4. The candidates called for interview should bring the originals of all the certificates on the dates specified at their own expense.
5. 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.
6. 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.
  - I. 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.

***Gender Neutral Uniform : Black Pants & Light Blue Half Sleeve Shirt.***

***(Jeans and low waist pants/Jeans are strictly prohibited)***

- II.* 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.
- III.* 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.
- IV.* 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. The heads of institutions are authorized to collect appropriate fine and take action against those students who deliberately damage the institutional property.
- V.* 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.
- VI.* Directions of the Principal and other staff in respect of academic matters and general discipline must be strictly complied with by all students.
- VII.* 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.
- VIII.* Hostel facilities are not available and hence the students will have to make their own arrangements for boarding and lodging.
- IX.* 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 will be returned only on payment of necessary fine as prescribed by the concerned Institution.
- X.* The head of institution is empowered to take appropriate disciplinary action including dismissal from the institution, against students found guilty as per campus rules.



# ANTI 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.

## SHORT TITLE AND EXTENT

1. The Act may be called the Kerala Prohibition of Ragging Act 1998.
2. It extends to the whole of the State of Kerala.

## 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.

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

## PROHIBITION OF RAGGING

Ragging within or outside any educational institution is prohibited.



## **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.

## **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.

## **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. 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.

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

**Thiruvananthapuram  
04-06-2024**

**Sd/-  
DIRECTOR**