



# **INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

*(Government of Kerala)*

**Admission to Post Graduate Programmes (M.Sc. Computer Science & M.Com) in the  
Colleges of Applied Sciences under IHRD and affiliated to Kannur University  
during **2024-2025****



**2024-2025**

**College of Applied Science, Cheemeni  
College of Applied Science, Koothuparamba  
College of Applied Science, Manjeshwaram  
College of Applied Science, Pattuvam  
College of Applied Science Payyannur (Neruvambram)  
P.K. Kalan Memorial College of Applied Science, Mananthavady  
EMS Memorial College of Applied Science, Iritty  
Model College Madikai, Nileshwaram**

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

## Admission to M.Com Course and M.Sc. Degree Courses in Computer Science in the seats to be filled up by the Colleges under Kannur University 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, Computers, Information Technology and allied areas. With a view to provide advanced skills in the above fields, the Institute offers Post Graduate courses in Commerce & Computer Science in the Colleges of Applied Science, at **Cheemeni, Koothuparamba, Manjeshwaram, Pattuvam, Payyannur, Iritty, Madikai & Manathavady** during the academic year **2024 - 2025**. The above courses consists of 4 semesters spread over a period of 2 years and are affiliated to the **Kannur University**. The scheme and syllabi for the courses will be as followed in the Kannur University.

<http://www.ihrdadmissions.org>

### 1. COLLEGE, COURSE & ANNUAL INTAKE

College	Course	Total Seats
<b>1.College of Applied Science, Cheemeni,</b> Pallippara, P.O.Pettikundu, Cheruvathur - 671313, Kasaragod Dist.Ph: 8547005052 E-mail : cascheemeni@ihrd.ac.in cascheemeni.ihrd@gmail.com	1. M.Sc. Computer Science	20
	2. MCom Finance	15
<b>2.College of Applied Science,</b> <b>Koothuparamba,</b> Valiyavelicham (PO), Koothuparamba, Kannur, Pin - 670 643, Kannur Dist Ph:0490-2932123, 8547005051 Email: caskoothuparamba.ihrd@gmail.com caskoothuparamba@ihrd.ac.in	1. M.Sc. Computer Science	20

<b>3.College of Applied Science, Manjeshwaram.</b> P.O.Kumbla, Kasaragod Dist. -671321 Ph:04998-215615, 8547005058 E-mail: casmanjeswaram@ihrd.ac.in casmanjeswaram.ihrd@gmail.com	1. M.Sc. Computer Science  2. MCom Finance	20  15
<b>4.College of Applied Science, Pattuvam,</b> Kayyanthadam, Ariyil P.O, Thaliparamba, Kannur 670143 Ph:0460-2206050,8547005048 E-mail: caspattuvam.ihrd@gmail.com caspattuvam@ihrd.ac.in	1. M.Sc. Computer Science  2. MCom Finance	15  15
<b>5. College of Applied Science, Payyannur</b> Neruvambram, Ezhome P.O, Kannur 670334 Ph:0497-2877600, 8547005059 E-mail: caspayyannur@ihrd.ac.in caspayyannur.ihrd@gmail.com	1. M.Sc. Computer Science  2. M.Com Finance	20  20
<b>6. *P.K. Kalan Memorial College of Applied Science Mananthavady, Govt. College Campus,</b> Nallurnad P.O, Mananthavady, Wayanad-670645 Ph: 8547005060 Email: casmananthavady.ihrd@gmail.com casmananthavady@ihrd.ac.in	1. MCom Finance	15
<b>7. Model College, Madikkai, Nileshwaram</b> Kanhirapoil P O, Anandashram (via), Kanhangad-671531 Ph:0467-2240911, 8547005068 Email: casnileshwaram@ihrd.ac.in mcneeeswaram.ihrd@gmail.com	1. MCom Finance	20
<b>8. E M S Memorial College of Applied Science, Iritty.</b> Kiliyanthara PO, Kunnoth, Iritty, Kannur - 670706 Ph:0490-2423044, 8547003404 Email: casiritty@ihrd.ac.in, casiritty.ihrd@gmail.com	1. MCom Finance	15

\* The **University** will not be conducting online centralized admission for the PG Programme at PKKM College, Mananthavady.

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

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 7.

2. 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. ASSESSMENT OF MERIT

Except when otherwise provided, the merit of a candidate will be assessed on the basis of the grade points obtained by the candidate in the qualifying examinations for admission to the particular programme, subject to such criteria as may be prescribed by the University.

A Grace Score of 10% of Initial Index Score shall be given to applicants to PG courses who have passed the qualifying examination, after undergoing the whole prescribed course of study from a college affiliated to the Kannur University.

## 3. ELIGIBILITY FOR ADMISSION

Eligibility for admission is as specified by the Kannur University for admission to each Programme.

**Academic eligibility and method of selection will be as per the rules ordered by the Kannur University from time to time.**

### a) M.Sc. Computer Science

B.Sc Computer Science/ BCA/Electronics/ Physics/Statistics or any degree with Physics and Mathematics at HSE with not less than 50% marks or equivalent GPA in Core Course/ Part III excluding subsidiaries/ Complementary Courses.

### b) M.Com.

UG Degree in B.Com/B.B.A /B.B.M/B.B.S with not less than 45% marks in Part III or equivalent GPA for Core and Complementary Courses

**Note:** 1. Candidates whose degree "is accepted as equivalent thereto by the Kannur University alone are eligible to apply.

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

3. Deduction/Loosing of grade points for subsequent appearances : Candidates will lose a score of 0.1 for ranking purpose for every successive attempt after the first attempt of qualifying examination, subject to a maximum of a score of 0.25. The numbers 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.

4. Resolving of tie: In the case of a tie of index score, the following will be considered on a priority basis

- Grade points of the subject opted
- Grade points of the complementary I
- Grade points of the complementary II
- Grade points of Common course I (First Language English)
- Grade points of Common course II ( Second Language)

5. Equivalency/Recognition: Candidates who passed their qualifying examination from the universities outside Kerala (recognized by University Grants Commission) after regular study needn't produce equivalency certificate provided that there is no difference in nomenclature. Students who passed their degrees through distance education from universities outside Kerala (except the Degrees from IGNOU that do not require hands on training) and those who obtained regular degrees with different nomenclature from universities in or outside Kerala should submit Equivalency Certificate (stating that the said degree of other University is equated to concerned degree of Kannur University) while seeking admission. If the eligibility is 'any degree' recognition certificate is sufficient.

## **Computation of index Scores :**

### **a) Computation of Initial Index Score**

$$\text{Initial Index Score} = \frac{(\text{Total C.G.P. of Core and Complementary}) + (\text{C.G.P of Core alone})}{(\text{Credit of Core and Complementary}) + (\text{Credit of Core alone})}$$

### **b) Computation of Second Index Score**

The Second Index Score shall be computed by adding the grace scores (G) to the Initial Index Score. The students who have done their qualifying U.G degree from Kannur University are eligible for a Grace Score of 10% of Initial Index Score, as per Ref. No.2 cited. In the case of other students, the grace score is Zero. That is, the Second Index Score is same as the Initial Index Score.

### **c) Computation of Final Index Score**

The Final Index Score shall be obtained by subtracting a 'Handicap Score' (H) of 0.1, 0.2 and 0.25 from the Third Index Score of those students who have taken two chances, three chances and more than three chances respectively for completing their qualifying U G degree. The 'number of chances' means the number of chances taken for passing any part of the qualifying examination. Betterment of qualified results (Improvement) will not be considered as a chance. In the case the students who have taken only one chance for passing the qualifying examination, the handicap score is Zero. That is, the Final Index Score is same as the Third Index Score.

The Final Index Score shall be rounded to three decimal places.

## **4. ADMISSION PROCEDURE**

Candidates have to submit On-line application to the Colleges concerned. Rank list will be prepared on the basis of merit and selection will be made accordingly in the College as per the criteria specified by the Kannur University.

The ranklist for PG Degree courses will be prepared on the basis of marks/CGPA obtained in the qualifying examination in Part III Subjects/Core and Complimentary Courses, (including /weightage/ Deduction wherever applicable), unless otherwise mentioned. The ranklist will be prepared based on the total marks/ Percentage of CGPA (converted by the formula provided by Kannur University) obtained by the candidate out of 1000.

## 5. RESERVATION

All the statutory reservation seats available will be filled up by SC/ST/SEBC candidates by the university as per norms as (a) (Open Quota-65%, EWS 10%, Ezhava-9%, Muslim-8%, LC/SIUC-2%, OBX-1%, OBH-5%, SC-8%, ST-2% .

In case SC/ST candidates are not available it has to be notified in News papers and if still lay vacant will be filled up by OEC candidates. If OEC candidates are also not available it will be filled up by general candidates according to merit as decided by the University from time to time.

**Note: The above reservation policy is not applicable to P.K.Kalan Memmorial College of Applied Science, Mananthavady, It is a Community College where Special reservation of 50% for ST Candidates, 30% for SC candidates are available.**

## 6. HOW TO APPLY

### 6.1) On-line Registration of Application

Application form for admission to various PG 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 print out of the online application completed along with the details of the remittance of required registration fee and the other documents are to be kept by the candidate and submitted to the Principal of the college concerned **at the time of admission or on demand** from the college where he/she desires to secure admission. Separate online application should be submitted for seeking admission to different Applied Science Colleges under IHRD.

### 6.2) Application Registration fee:

The application Registration fee will be Rs 1000/- (Rs.350/- for SC/ST candidates). Candidates can submit application in various IHRD colleges under Kannur University by paying the above fee amount. Application Registration fee should be paid 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.

### 6.3) Submission of Application.

The print out taken after submitting online application along with supporting documents shall be kept by the candidate him/herself and produced before the Principal of Colleges of Applied Science concerned at the time of admission or on demand from the college for verification (Please see para 1, for the communication address of the Colleges of Applied Science) . IHRD will not be responsible for non-receipt /late receipt of applications under any circumstances. Late and incomplete applications / applications not in the prescribed form / applications without the documents of remittance of registration fee will be summarily rejected.

The candidates who wish to secure admission in the college quota need to furnish the University CAP registration number in the application form, after completing the online registration procedure provided in the admission portal of University of Kannur. (<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 is non-refundable.**

## 7. FEES

7.1 Details of fees for each semester of M.Sc/M.Com are given below:

FEE PARTICULARS	M.Sc	M.Com
1. Tuition fee	22,550	18,425
3. Admission fee (Pay able at the time of admission)	1,100	1,100
4. Caution deposit (refundable) (Payable at the time of admission)	1,000	1,000
<b>Total Fee</b>	<b>24,650</b>	<b>20,525</b>

- 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.

### 7.2. Fee concession/Caution Deposit details

- a) All students, irrespective of community are required to pay Caution Deposit
- 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 fee.
- c) All students including those eligible for any type of Educational Concession from various Departments/Welfare Agencies, except the SC/ST/OEC Category or any other categories as directed by the Govt., 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.

## 8. RULES FOR ISSUE OF TRANSFER CERTIFICATE

- 1) Any student who gets admission to PG 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 PG 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 PG 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.

## 9.DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION

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

- a) Originals of SSLC, Degree/ Provisional Certificate and all the marklists of the Qualifying exam, T.C, Conduct Certificate, Matriculation, Equivalency/Migration certificate wherever applicable.
- b) Originals of Community and Other certificates to claim reservation /bonus/weightage if applicable.
- c) Community/ Income Certificates, if applicable for SC/ST/OEC candidates.
- d) T.C. and Conduct Certificate from the institution last studied.



## GENERAL INSTRUCTIONS

1. Candidates should appear for Interview/ Admission at their own cost.
2. If any candidate who is provisionally selected for admission fails to report to the Principal on or before the specified date and time or if he/ she fails to pay the fees indicated in the admission memo his/her selection will stand cancelled.
3. Candidates from Universities other than Kannur University should produce migration Certificate and pass certificate at the time of interview/admission.
4. Selection of Candidates will be made by the Principal as detailed in Admission procedure.
5. The selection for admission will be provisional subject to verification of original documents and eligibility by the Head of the Institution. On verification, if any information given in the application is found to be false, the candidate will forfeit his/her claim for admission.
6. 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.**
7. The candidates called for interview should bring the originals of all the Certificates on the date specified at their own expense. T.C. should be produced within a week from the date of provisional admission.
8. A candidate who does not turn up for the interview as per the schedule 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.
9. The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time. Copies of the campus rules now in force in the institutions under IHRD are available in the office of the Colleges, for reference.
10. 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.

## ANTI RAGGING ACT

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 act or 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 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 offence 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.

**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.

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

Thiruvananthapuram  
12/06/2024

Sd/-  
DIRECTOR