

Contents

1. COLLEGES & COURSES WITH INTAKE

1-2

2. ELIGIBILITY FOR ADMISSION

3-4

3. ADMISSION PROCEDURE

5-6

4. RESERVATION

7

5. HOW TO APPLY

8

6. COURSE FEES

9-10

7. RULES FOR ISSUE OF TRANSFER CERTIFICATE

11

8. GENERAL INSTRUCTIONS

12

9. PREVENTION OF RAGGING IN CAMPUS

01001000
01010010
01000100
00100000
01010100
01101000
01101001
01110011
00100000
01110000
01100100
01100110
00100000
01110010
01100101
01100100
01100101
01110011
01101001
01100111
01101110
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01100100
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01110100
01101000
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01101110
01100101
01100101
01101011
01100001
01101110
01110100
01101000
00100000
01001011

Admission to Career Related First Degree Programmes in these seats to be filled up by the Colleges of Applied Science, managed by IHRD and affiliated to University of Kerala during the academic year 2023–2024

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (I.H.R.D) is a Government cost sharing institution (As per order No. GO(MS)No.221/2023/HEDN Dated 29.04.2023) 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 2023–2024

Online Applications are invited for admission to the following KU CBCSS Programmes conducted at the Colleges of Applied Science, affiliated to the University of Kerala during the academic year 2023-24. The link for online application

www.ihrdadmissions.org

Colleges

1. College of Applied Science, Adoor
2. College of Applied Science, Dhanuvachapuram
3. College of Applied Science, Kalanjoor
4. College of Applied Science, Karthikapally
5. College of Applied Science, Kundara
6. College of Applied Science, Mavelikkara
7. College of Applied Science, Perissery

Programmes

1. BSc Computer Science (320)
2. BSc Electronics (340)
3. BSc Physics and Computer Application (328)
4. BCA Computer Applications (332)
5. BBABusiness Administration (195)
6. BCom Commerce with Computer Applications (138)
7. BCom Commerce & Tax procedure and Practice (337)
8. BCom Finance (159)
9. BA English Language & Literature (130)
10. BA English & Communicative English (133)
11. BCom Elective-Computer Application (159)

The above courses consist of 6 semesters spread over a period of 3 years and are affiliated to the

University of Kerala. The scheme and syllabus for the courses will be as followed in the University of Kerala. The details of the colleges and courses are given below.

1. COLLEGES & COURSES WITH INTAKE

COLLEGES	COURSES	University Quota	IHRD Quota	TOTAL SEATS
1.CollegeofAppliedScience, TempleRoad, Adoor.P.OPathanamthitta PIN-691523. Ph: 04734-224076 E mail : casadoor.ihrd@gmail.com casadoor@gmail.com Website: http://www.casadoor.in www.casadoor.ihrd.ac.in	a) BScComputer Science	20	20	40
	b) BScElectronics	20	20	40
	c) B Com with ComputerApplication	25	25	50
	d) BCA ComputerAppli cations	20	20	40
	e) BBA BusinessAdmini stration	15	15	30
	f) B.AEnglish &CommunicativeEnglish	15	15	30
	g) BScPhysics and ComputerAppli cation	16	16	32
	h) B.Sc Mathematics and Computer Application			
2.CollegeofAppliedScience, Govt. BHSS Compound, MavelikkaraPO, Alappuzha PIN-690101 Ph:0479-2304494 Email: casmavelikkara.ihrd@gmail.com casmvk@gmail.com Website: www.casmvk.kerala.gov.in	a)BScComputerScience	20	20	40
	b)BScElectronics	20	20	40
	c)BComCommerce with Computer Application	20	20	40
	d) BComCommerce&Taxpr ocedureandPractice	20	20	40
	e) BBABusiness	15	15	30

	Administration			
	f) BCAComputer Applications	20	20	40
	g)BScPhysicsand Computer Application	15	15	30
	h)B.ComFinance	25	25	50
3.CollegeofAppliedScienceDhanuvachapuramPO.Thiruvananthapuram. PIN695503 Ph:0471-2234374,2234373 Email: casdvpm.ihrd@gmail.com Website: www.casdvpm.ihrd.ac.in	a) BScComputer Science	25	25	50
	b) BScElectronics	25	25	50
	c) B Com Commerce withComputerApplication	25	25	50
4.CollegeofAppliedScience,Karthikapally P O. Haripad,AlappuzhaPIN690516 Ph:0479-2485370/2485852/8547005018 Email: caskarthikapally@gmail.com , caskarthikapally.ihrd@gmail.com , casharipad@ihrd.ac.in ,Website: http://caskarthikapally.ihrd.ac.in	a) BScComputer Science	25	25	50
	b) BCA ComputerApplications	25	25	50
	c) B Com Commercewith ComputerApplication	25	25	50
	d) BBA BusinessAdministration	25	25	50
	e) BComFinance			
5.CollegeofAppliedScience,KIP Compound,Thettikunnu,Kundara.P.O. Kollam PIN-691501 Ph:0474-2580866,8547005066 E mail: caskundara.ihrd@gmail.com Website: http://caskundara.ihrd.ac.in	a) BScComputerScience	25	25	50
	b) BScElectronics	25	25	50
	c) B Com Commerce withComputerApplication	25	25	50
	d) BComCommerce&Tax ProcedureandPractice	20	20	40
	e) B.Com Cooperation	15	15	30
6.CollegeofAppliedScience,IHRD,Kalanjoor P.O, Kalanjoor,PathananmthittaPIN-689694 Ph:04734-292350 Website: caskalanjoor.ihrd.ac.in Email: caskalanjoor.ihrd@gmail.com	a) B Com commerce withComputerApplication	20	20	40
	b) BBA BusinessAdministration	20	20	40
	c) B Com Commerce & TaxProcedureandPractice	15	15	30
	d) BScComputerScience			
7.CollegeofAppliedScience,Perissery, PerisseryP.O,Chengannur, PIN:689126 Ph: 91-479-2456499,8547005006 Email : casperissery.ihrd@gmail.com Website: casperissery.ihrd.ac.in	a) BScComputerScience	15	15	30
	b) BCAComputerApplications	15	15	30
	c) BCom(Elective-ComputerApplication)	20	20	40
	d) BA - English Language &Literature	15	15	30

1. *50%seats which include all reservation quota seats ,will be filled up through Centralized Allotment Process(CAP)by the University. Please refer University CAP website: <http://www.admissions.keralauniversity.ac.in>for moreinformation.
2. Ifthetotalintakeisenhancedduringthecurrentacademicyear,admissiontothecorrespondingseatswillbedonefromthesamelistofcandidates appliedonthebasisoftheprospectus
3. Para1to5oftheprospectusis applicableonlyfortheadmissiontotheseatsallottedtoandfilledup bythecollege.Butremainingparagraphsareapplicableforallstudents admitted
4. In case, the University allows the college to fill the vacant seats under its CAP category also, the admission will bedonetotheseatsbythecollegeaspertheconditions oftheprospectus.



2. ELIGIBILITY FOR ADMISSION

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

Programme	Eligibility for Admission	Mode of calculation of index Mark
BSc. Computer Science (BSc-CS)	A pass in Higher Secondary (Science stream) or any other examination recognized as equivalent thereto by the University of Kerala with Computer Science /Computer Applications/ Mathematics as one of the optional subjects.	Total marks in Higher Secondary + Highest marks for Computer Science/ Computer Applications/ Mathematics.
BSc. Electronics (BSc-EL)	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Physics as one of the subjects.	Total marks in Higher Secondary + Marks for Physics
B.Com Commerce with computer Application /B.Com Commerce & Tax Procedure and Practice/B.Com Finance/ B.Com Elective - Computer Application (B.Com)	A Pass in 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	Total marks in Higher Secondary + Marks scored for Accountancy + Weightage of 15% of marks scored for Business Studies.*
Bachelor of Computer Applications (BCA)	A pass in Higher Secondary (Science stream) or any other examination recognized as equivalent thereto by the University of Kerala with Computer Science /Computer Applications/	Total marks in Higher Secondary + Highest marks for Computer Science/ Computer Applications/ Mathematics.

	Mathematics as one of the optional subjects.	
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Bachelor of Business Administration (BBA)	A pass in Higher Secondary or any other Examination accepted by the University as equivalent thereto with any subject combination with a minimum of 45% marks in aggregate. (vide UO No.Ac AIII/I/028280/ 2013 dtd 03/03/2014)	Total marks in Higher Secondary Examination
BA English Language & Literature (BALit)	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	Total marks for Higher Secondary/ equivalent (1200) + double the percentage of marks for General English + 10% weightage of marks scored for optional English component
BA English and Communicative English (BA)	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	Total marks for Higher Secondary/ equivalent (1200) + double the percentage of marks for General English. (candidates who have studied Communicative English as a paper (main/optional) for their +2 examination, 50% of the marks obtained for the above papers shall also be added + 10% weightage of marks scored for optional English component (Except for communicative English))
BSc Physics with Computer Application (B.Sc)	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Physics as one of the subjects	Total marks in Higher Secondary + Marks for Physics.

Touch or scan this QR code for latest admission related notification





PROCEDURES

3. ADMISSION PROCEDURE

UNIVERSITY QUOTA

50% which includes all reservation quota seats will be filled up through Centralized Allotment Process (CAP) by the University of Kerala. For more information please refer University CAP website <http://www.admissions.keralauniversity.ac.in>

IHRD QUOTA

Remaining 50% seats will be filled up by the colleges as Institution quota based on merit. Candidates who wish to apply for the same have to submit duly filled up application online

15% of the total seats to be filled by the college are reserved for the candidates who have passed the THSS examination from the Technical Higher Secondary Schools managed by IHRD. Vacant seats under THSS quota if any will be allotted to General category at the time of admission. Rank list will be prepared by the college on the basis of merit as given below. For more information please refer IHRD CAP website www.ihrd.admissions.org

PREPARATION OF RANK LIST

The rank list for BSc/B.Com/BBA/BCA/BA Degree courses will be prepared based on the index marks obtained by the candidate, including weightage/deduction where ever applicable, unless otherwise mentioned. **(Please read 8.10 of General Instructions given below on issue of memo by e-mail.)**

Standardization of marks for admission to First Degree Programme under CBCS System – Guidelines issued (2010-2011 onwards)

HigherSecondary Examination	CBSE/ISC	VHSE
TotalmarkssecuredforhigherSecondary+Markssecuredintheconcernedsubject.InthecaseofHigherSecondaryExaminationpriorto2010,normalizethetotalmarksobtained out of 600 to 1200 and addtwicethemarksobtainedintheconcerned subject forcalculation ofindexmark	Normalizethetotalmarksto1200andthenaddTWICETHEPERCENTAGE ofmarksobtainedintheconcerned subject	Excludethemarksforvocationalsubjectsandfoundationcourseandnormalizethemarks.
Example: TotalMarksofA=800/1200 MarksforMathematics=150/200 Indexmarks=800+150=950	Example: TotalmarksofB=400/500 MarksforMathematics = 80/100 Indexmarks=(400/500x1200) +160=1120 [160isthedoubleofmarksof mathematics]	Example:MarksofCare: English=41,optional1=47,Optional2=58, Optional3 =65,Total=211, i)ForEnglish(41/100)x200=82 ii)Foroptional(170/300)x400=226.66 Totaloutof600=82+226.66=308.66 TotalOutof1200=308.66x2=617.32

WEIGHTAGE/DEDUCTIONOFMARKS

The candidates who have attended for NSS/NCC /SPC during the academic year of the qualifying Examination (ie, plustwo only) will be eligible for 15 marks as bonus only under any one category. (NSS or NCC or SPC).In the case ofcandidateswhogettheeligibilityforbonus marks,their rankingmarkwillbethesumofscoreddemarksandthebonusmarks

Weightage	NCC	The bonus marks will be awarded, on the basis of NCC CertificatessignedbytheDirectorandissuedbytheDirectorateofNCC, tothecandidates who have secured at least 75% of attendance afterhaving participated in its activities during the course of study atthePlustwolevel.
	NSS	Forwardingbonusmarks toNSSParticipantsNSSCertificatessignedbytheCompetentAuthority shouldbesubmitted
	SPC	Forwarding bonusmarkstoSPC(StudentPoliceCadet)participantsCertificates signed by the CompetentAuthority should besubmitted.
	Ex-Servicemen /dependents	A weightage of 15 marks will be given to the widows and childrenofJawanandEx-servicemen foradmission. (U.O.No.Ac.B.3/Misc./73dated30-10-1974).(AcademicCouncildated28-08-1974).
Loosingofmarks	Candidates will lose 10 marks for ranking purpose for each additional appearance he/shehastakenforcompletingthequalifyingexamination.	

RESOLVINGOFTIE

Inthecaseoftieofindexmarks,thefollowingoptionswillbeconsideredfortiebreaking.

1. Marksofthesubjectopted
2. Marks ofEnglish
3. DateofBirth(olderbeplacedhigherinranking)
4. NameoftheCandidate(Alphabeticalorder)



RESERVATION

4. RESERVATION

A candidate can claim only one benefit at a time as per his/her choice for a particular purpose. All the statutory reservation seats available will be filled up by the University as per the norms issued by the University of Kerala. The Percentage of total seats reserved for different categories are as follows.

SC	ST	SEBC and	EWS
15%	5%	30%	
		Ezhava	EZ 8%
		Muslim	MU 7%
		Latin Catholic	LC/SIUC
			1% Other Backward
		rd Christian	BX 1%
		Other Backward Hindu	BH 3%
		EWS	10%

Note

Please refer Prospectus for 2023-2024 in the University website. <http://www.admissions.keralauniversity.ac.in>



5. HOW TO APPLY

SINGLE WINDOW REGISTRATION

Students will be able to give options to all IHRD colleges affiliated to University of Kerala with their choice of preference through single registration and payment. Application for admission to various degree courses in College of Applied Sciences against IHRD Quota seats is to be completed online through the website of IHRD www.ihrd.admissions.org on or before the last dates specified by the university. The print out of the online application along with documents is to be submitted to the Principal of concerned college at the time of admission.

APPLICATION REGISTRATION FEE

The Single Registration fee for all IHRD colleges under University of Kerala will be Rs. 750/- (Rs. 250/- for SC/ST candidates). 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.**

CANDIDATES SHOULD PAY THE REGISTRATION FEE THROUGH SBI COLLECT ACCOUNT ONLY.

Candidates shall not remit the fee in any other form like Demand Draft, Cheque etc

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 College (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 the Prospectus. 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 supporting documents will be summarily rejected.**

The candidates who wish to secure admission in the college quota also need to furnish the *University CAP registration number*, after completing the online registration procedure provided in the admission portal of University of Kerala. (<http://www.admissions.keralauniversity.ac.in>)

F E E S

6. COURSE FEES

DETAILS OF FEES FOR EACH SEMESTER OF B.SC/B.COM/B.A

FEES PARTICULARS	BSc/ BCA (Rs.)	B.Com (Rs.)	BBA /B. A (Rs.)
Tuition fee	*17,270	*13,035	*8,470
Fees payable at the time of admission only			
Admission fee	*330	*330	*330
Caution deposit (refundable)	1,000	1,000	1,000

**subject to approval of Government*

**In addition to the above, students have to remit other fees like University fee, PT Membership fee, Exam fee etc*

FEEREMITANCESCHEDULE

First semester fee to be paid at the time of admission and fee for all remaining semesters should be paid at the beginning of each Semester.

FEE CONCESSION/CAUTION DEPOSIT

1. All students including SC/ST/OEC candidates are required to pay Caution Deposit irrelevant of category
2. 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.
3. 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 amounts 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.

Touch or scan the
QR code for visiting official
all HRD Website





7. RULES FOR ISSUE OF TRANSFER CERTIFICATE

- a. Any student who gets admission to Degree programme 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 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 after the 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 during the academic year 2023-24 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 a, b & c given above are applicable for all students admitted, including those admitted through Centralized Admission Process of University.



INSTRUCTIONS

8. GENERAL INSTRUCTIONS

- a) Selection of Candidates will be made by the Principal as detailed in clause 3 of Admission procedure
- b) 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(s) are mandatory. However, if a student wishes to get memo by ordinary post, he/she must attach a separate request to the Principal along with the printout of application form and a self-addressed stamped envelope.**
- c) Candidates should appear for Interview/Admission at their own cost. The Candidates should produce the following documents in original at the time of interview for admission.
1. Matriculation Certificate.
 2. Plus Two Mark list of the qualifying examination
 3. Community/Income Certificates, if applicable for SC/ST/OEC candidates.
 4. T.C. and Conduct Certificate from the institution last studied.
 5. The applicant who's qualifying examination other than a Plus two/Degree of the Board/University of Kerala should submit an *eligibility certificate* from the University of Kerala at the time of admission.
 6. Candidates from Board outside Kerala should produce migration Certificate and pass certificate.
- d) 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, the candidate 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.
- e) Within Campus, Uniform and Identity Card are mandatory
Girls: White kurta, Grey Bottom and Grey overcoat and black shoes.
Boys: White Half Sleeve Shirt, Grey Pants and Black shoes
- f) The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time. Copy of the Campus rules now in force in the institutions under IHRD is available in the office of the Head of Institution and website, for reference.



9. PREVENTION OF RAGGING IN CAMP US

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 programme will naturally do.

PROHIBITION OF RAGGING

Ragging within or outside of any educational institution is strictly prohibited.

PENALTY OF 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
11/07/2022**

**Sd/-
DIRECTOR**