

# IHRD Colleges of Applied Science

(Affiliated to Kerala/Mahatma Gandhi/Calicut/Kannur Universities)

Admission Portal to UG/PG Courses Under IHRD quota



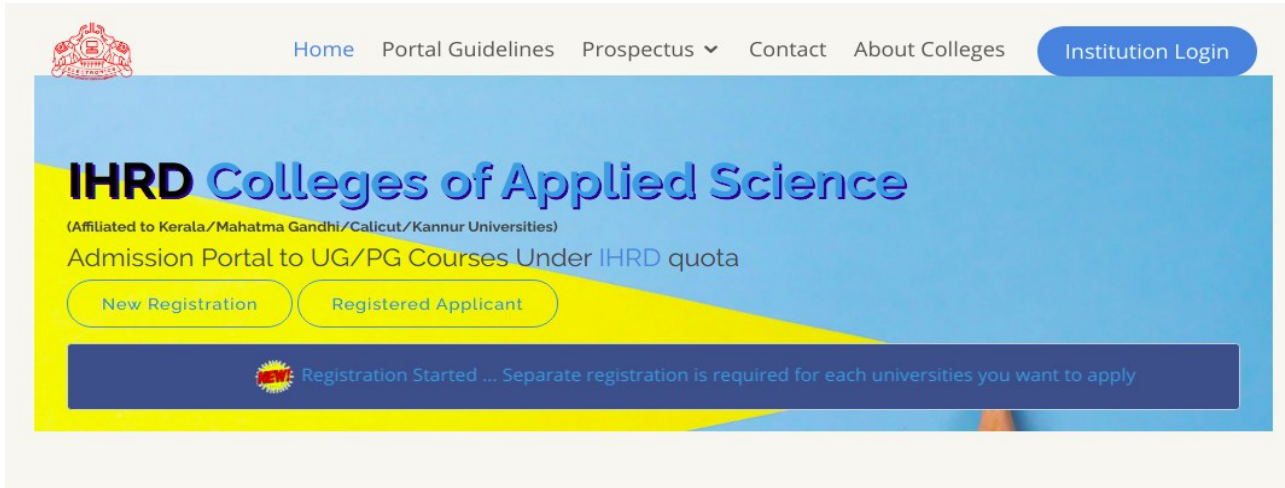
## PORTAL GUIDELINES

- \* To register online, an applicant must visit the URL: <https://ihrdadmissions.org/>
- \* The objective of this portal: Admission to the seats in IHRD Quota of UG/PG courses of College of Applied Sciences (Managed by IHRD, Govt. Of Kerala) affiliated to different Universities in Kerala (Kerala University, Mahatma Gandhi University, Kannur University, Calicut University).
- \* Read the prospectus of each universities and portal guidelines before starting registration process.
- \* The prospectus and portal guidelines can be downloaded from the link given at the top of the website.
- \* Portal Help Desk– Phone: 9526725135 , 9446073146, 9447568549 Email: [casapihrd@gmail.com](mailto:casapihrd@gmail.com)

### Instructions for New Applicants proceeding for online form-fillup :

1. New applicants applying for online form-fillup shall have to first login to the system by registering their mobile no and email id. Please keep the mobile with you at the time of online registration.
2. Candidates are advised to use their own mobile no and email Id for registration and applying online. All further communications shall be made on this mobile no and email id only.
3. Preferred web browsers are latest versions of Firefox and Chrome.
4. Applicants are advised to use Desktop PC/ Laptops for online registration.
5. Applicants shall have to take a printout of the admission form after final submission is made and carry it to the college on the **date of admission** along with original copies (plus one set of Photostat copies) of all mark sheets, certificates and relevant documents.
6. Please LOGOUT of the portal before leaving especially if you are using a shared computer/ internet cafe.
7. Applicants facing any difficulty in online form fill-up are to contact the portal helpline no / email id provided on the portal home page.
8. Applicants are advised to apply well in advance before the last date of submission to avoid last minute issues. Since printed forms are not used, students facing any difficulty should contact the college office early to sort out any difficulties. Step by step guidelines are provided at each and every step of the online process to help you easily procure and submit your application form. Applicants may send their queries to the college email address provided on the website or contact the helpline no.
9. Applicant must ensure that the user-id (registration no) and passcode is kept handy for all the future correspondence/reference regarding admission process.

## Step by Step Process



### HOW TO APPLY

Make a registration with CAP site using the link below. Once registration completes you will get an ID number and passcode for completing the application.

- ✓ Create a registration
- ✓ Login using the credentials obtained in registration
- ✓ Complete your application

രജിസ്ട്രേഷൻ പൂർത്തിയാക്കിയ ശേഷം ലഭിക്കുന്ന ID നമ്പറും പാസ് വേർഡും ഉപയോഗിച്ച് അപേക്ഷകൻ എപ്ലൈഡ് ചെയ്യേണ്ടതാണ്.

NEW REGISTRATION

REGISTERED APPLICANT

## Step1. Registration

## Step2. Application Entry/ Edit

## Step1. Registration


[Home](#)
[Portal Guidelines](#)
[Prospectus](#)
[Contact](#)
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[Institution Login](#)

### Registration

[Home](#) / [Registration](#)

Registration For

☒ Under Graduate Degree
☐ Post Graduate Degree

**University (Separate Registration is required for each University)\***

Kerala University, Thiruvananthapuram

**Name of Applicant (Full CAPITAL Letters, as in the Secondary School Certificate)\***

**Gender\***

Male

**Date of Birth\*** dd/mm/yyyy 📅

**Mobile Number (for Registration)\***

Whatsapp Mob. Number

**Email\***

Address for Communication

**Category\***

GENERAL

**Father/Guardian's Name\***

**Father/Guardian's Phone\***

Select at least one college where you want to apply / ഒരു കോളേജ് എങ്കിലും തിരഞ്ഞെടുക്കുക  
അപ്രകാരം പൂരിപ്പിക്കുന്ന സമയത്ത് കൂടുതൽ കോളേജുകൾ ആവശ്യമെങ്കിൽ അനേകം ചേർക്കുവാൻ കഴിയും.

First Choice

Second Choice

Third Choice

...Select College...

▼

...Select College...

▼

...Select College...

▼

REGISTER

1. As a first time user, applicant shall go to “Registration” to create the user account by clicking on the “Registration” link on the portal homepage. Under the “Registration” page all fields are mandatory.
2. Applicant shall enter his/her name as mentioned in certificate/ marklist.
3. Enter your existing email-id , which will be used for the admission procedure.
4. Applicant shall also provide a valid mobile phone number (10 digit number ).
5. Applicant must ensure that all the details entered in the form are correct. Before submitting the details, applicant must confirm that the details entered are correct . Finally click the “Register” button to create a new user account.
6. Successfully registered candidate will get a user-id (registration no) and passcode. This data is necessary for filling up the application in the next step. The user-id (registration no) and passcode also send to the registered email-id.

## Step 2. Application Entry/ Edit

\* Using the registration-id and passcode (received at the time of registration through email), candidate can fillup the online application for each university. Same registration-id can use for all universities. Enter registration-id , date of birth, passcode and select university. Press submit button.

The application entry/edit screen has six tabs

**1. Personal Data**

**2. Reservation**

**3. Mark Details**

**4. Course Details**

**5. Fee Payment**

**6. Submit Application**

## 1. Personal Data

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Application ID: 207201

SAVE

PERSONAL DETAILS 1

RESERVATIONS 2

MARK DETAILS 3

COURSE SELECTION 4

FEE PAYMENT 5

SUBMIT APPLICATION 6

You are Applying in the University : MAHATMA GANDHI UNIVERSITY, KOTTAYAM

Applicant's Name (As in +2 level Exam, Full CAPITAL LETTERS)

RESHI

Category

GENERAL

Date of Birth 02/02/1980

Gender

Female

Nationality

Indian

Nativity

Kerala

Aadhar No

EMail

xyz@gmail.com

Guardian's Name

xyz

Relationship With Guardian

Guardian's Phone

98xxxx0000

Mother's Name

Annual Income

10000

Address for Communication

XXXX  
YYYY

SAVE

## 2. Reservation

Application ID: 207201

SAVE

PERSONAL DETAILS 1	RESERVATIONS 2	MARK DETAILS 3	COURSE SELECTION 4	FEE PAYMENT 5	SUBMIT APPLICATION 6
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Name of THSS, in case the applicant has passed Plus Two course from a THSS managed by IHRD.

Do you claim THSS Reservation? ☒

(If Yes, Select the IHRD THSS where you studied)

Select Institution

Are you dependent of an Ex-Service Man? ☒

Do you have NCC certificate (in the Plus two level) ☒

NCC Grade (A/B/C)

Do you have certificate in NSS (in the Plus two level) ☒

Are you a candidate for seats reserved for the widows/wards of Armed Forces of Personnel, killed/disabled in action during peace time? ☒

Are you Eligible for LOCAL Reservation (See Prospectus) ☒

Select Your Option

Are you a SPC(Student Police Cadet) in +2 level ? ☒

Do you have 'A' Grade in State Level Arts Festival Kerala? ☒

Are you a candidate for the seat reserved for the student from Union Territory of Lakshadweep ? ☒

Are you a candidate with 40% or more disability(PWD)? ☒

Are you a candidate for the seat reserved for wards of Kashmiri Migrants? ☒

SAVE



## 3.Mark Details

[Home](#) [Portal Guidelines](#) [Prospectus](#) [Contact](#) [About Colleges](#)[Institution Login](#)

PERSONAL DETAILS 1

RESERVATIONS 2

MARK DETAILS 3

COURSE SELECTION 4

FEE PAYMENT 5

SUBMIT APPLICATION 6

## Mark Details

Register No: (+2 Level)

8410089

Name of the Institution, State (in which +2 Studied)

GHSS KAVUMBHAGAM

University CAP Reg.No

[If not yet registered in University CAP  
Please enter X99999 here.You need to acquire CAP ID before the  
University admission closes.]

X99999

Year of Passing

2021

Pass Chance

First

Qualifying Exam Passed (+2 Level)

HSC

Business Studies, Accountancy, Economics, Mathematics

## Part III Marks

Subject	Marks Obtained	Max. Marks
English *	110	200
Second Language * Or Subject In Place of 2nd Language for Courses Not having Second Language Subject Name: <input type="text"/> [Hind/Malayalam/Informatics Practices/...]		
Business Studies	138	200
Accountancy	127	200
Economics	123	200
Mathematics	145	200

Incorrect values entered may result in rejection of your application.  
Please review before saving and submitting.\*Grand Total Mark (All Subjects Included)  
for +2 level Examination

772

1200

\*University Entrance Score AS Percentage  
(If any)

Score Obtained In Unive

SAVE

## 4. Course Selection

Application ID: 207201

[SAVE](#)

PERSONAL DETAILS 1
RESERVATIONS 2
MARK DETAILS 3
COURSE SELECTION 4
FEE PAYMENT 5
SUBMIT APPLICATION 6

### Course Selection

Select College:  
 College of Applied Science, Puthuppally

Course:  
 B.Com Model I Finance & Taxation

Options Remaining  
18

Action  
[ADD](#)

College	Course	Your Choice Position	Actions
College of Applied Science, Kaduthuruthy	B.Com Model III (Computer Application)	1	<a href="#" style="background-color: #28a745; color: white; padding: 2px 5px;">UP</a> <a href="#" style="background-color: #ffc107; color: black; padding: 2px 5px;">DOWN</a> <a href="#" style="background-color: #dc3545; color: white; padding: 2px 5px;">DEL</a>
College of Applied Science, Puthuppally	B.Com Model I Finance & Taxation	2	<a href="#" style="background-color: #28a745; color: white; padding: 2px 5px;">UP</a> <a href="#" style="background-color: #ffc107; color: black; padding: 2px 5px;">DOWN</a> <a href="#" style="background-color: #dc3545; color: white; padding: 2px 5px;">DEL</a>

[SAVE](#)

\* In this stage candidate can select name of college under the university selected at the time of login, then portal will display the courses in that college. Select course and then press [Add](#) button. Select and add course as per the candidate choice. Candidate can re-arrange the course priority before the final submission of application.

## 5. Fee Payment

Application ID: 207201

[SAVE](#)

PERSONAL DETAILS 1
RESERVATIONS 2
MARK DETAILS 3
COURSE SELECTION 4
FEE PAYMENT 5
SUBMIT APPLICATION 6

### Application Processing Charge

#### Using SBI E-Collect

Please **pay ₹ 350 towards each College you applied as Application Processing Charge (SC/ST: ₹ 150)** and send transaction details to respective colleges. Only after payment transactions are verified, the applications will be approved by the respective colleges.

**Fee once paid is not refundable** at any cause (see Prospectus for details) even in the case of reducing number of colleges applied for on a later stage.

Currently you have applied in 2 college(s).  
Your total amount due is ₹700 as you are in GENERAL category.

Pay through SBI-E-Collect: [SBI E-COLLECT](#)

☐ I here by agree that, if payment due is not paid before the first allotment, my application may be summarily rejected and I have no claim on it what so ever.

[SAVE](#)



## 6. Submit


[Home](#) [Portal Guidelines](#) [Prospectus](#) [Contact](#) [About Colleges](#)
[Institution Login](#)
**Application ID:** ██████████

**Application Submission Completed**

PERSONAL DETAILS 1

RESERVATIONS 2

MARK DETAILS 3

COURSE SELECTION 4

FEE PAYMENT 5

**SUBMIT APPLICATION 6**
**Payment Details**

Transaction ID ██████████

Transaction Date 05/08/2001


[APPLICATION PDF](#)

Candidates need not send payment receipt or application pdf to colleges now. They are required to submit the payment proof and application pdf at the time of admission only.

അപേക്ഷകർ കോളേജുകളിലേക്ക് പെമെന്റ റസീത് അല്ലെങ്കിൽ അപേക്ഷ പിഡിഎഫ് അയയ്ക്കേണ്ടതില്ല. പ്രവേശന സമയത്ത് മാത്രം അവർ പെമെന്റ പ്രൂഫും ആപ്ലിക്കേഷൻ പിഡിഎഫും സമർപ്പിക്കേണ്ടതുണ്ട്.

- \* You have to fill up the fields of each tab and click on the SAVE button in the top/bottom of the section before clicking next tab to go to the next section. Ensure that candidate must use "Save" button on each tab while entering the data.
  - \* The candidate must verify the data before pressing the "Submit" button on the last tab ("Application Submit").
  - \* No modifications will be allowed after submission.
  - \* Candidate must ensure that the name of university displayed on the right-top corner is one which you have selected at the time of login.
  - \* Before submission candidate must verify the all data entered in the portal. No modification allowed after final submission. PDF version of the filled application can download / print at this stage.
  - \* After submission relogin again and take the printout of application.
- (സബ്മിറ്റ് ചെയ്തതിനുശേഷം വീണ്ടും ലോഗിൻ ചെയ്തു പ്രിന്റൗട്ട് എടുക്കണം.)

\* ആപ്ലിക്കേഷൻ പ്രിന്റൗട്ട് (PDF), അനുബന്ധ രേഖകൾ എന്നിവ അഡ്മിഷൻ സമയത്തു് അതാതു കോളേജിലേക്ക് സമർപ്പിച്ചാൽ മതിയാകും.