

PROSPECTUS

PG DEGREE COURSES IN IHRD

**ADMISSIONS
2022-23**

WHERE IN KERALA UNIVERSITY

- 1. College of Applied Sciences, Adoor**
- 2. College of Applied Sciences,
Dhanuvachapuram**
- 3. College of Applied Sciences, Mavelikkara**
- 4. College of Applied Sciences, Perissery**

COLLEGES MANAGED BY

**INSTITUTE OF HUMAN
RESOURCES DEVELOPMENT**

A Govt. of Kerala Institution



**COURSE
DURATION
2 Years**

**AFFILIATING
UNIVERSITY
UNIVERSITY
OF KERALA
(NAAC A+++)**

**COURSES
MSc. Computer
Science**

**MSc.
Electronics**

MCom. Finance

**ELIGIBILITY
AS PER
UNIVERSITY
NORMS (SEE
INSIDE PAGES)**

Admission to Post Graduate Degree Programmes in Computer Science, Electronics & Commerce in the seats to be filled up by Colleges of Applied Sciences managed by IHRD and affiliated to the University of Kerala, 2022-2023

The INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (IHRD) is a Government of Kerala institution, established mainly 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 Computer Science, Electronics & Commerce in the Colleges of Applied Sciences at Adoor, Dhanuvachapuram, Mavelikkara & Perissery during the academic year 2022-2023. The above courses consist of 4 semesters spread over a period of 2 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.

1. COLLEGE, COURSE & ANNUAL INTAKE

College	Course	University Quota	IHRD Quota	Total Seats
1. College of Applied Science, Temple Road, Adoor P.O Pathanamthitta – 691 523. Ph: 04734-22 4076 Email:casadoor.ihrd@gmail.com Website:www.casadoor.in	1. MSc. Computer Science	6	6	12
	2. MSc. Electronics	12	12	24
	3. MCom. Finance	5	5	10
2. College of Applied Science, Dhanuvachapuram P O Thiruvananthapuram. PIN 695503, Ph:0471-2234374,2234373 Email:casdvpm.ihrd@gmail.com	1. MSc. Computer Science	15	15	30
	2. MSc. Electronics	15	15	30
3.College of Applied Science, Govt. BHSS, Compound, Mavelikkara P O, Alappuzha -689101. Ph:0479-2304494 Email: casmvk@gmail.com casmavelikkara.ihrd@gmail.com website:www.casmvk.kerala.gov.in	1. MSc Computer Science	5	5	10
	2. MSc. Electronics	6	6	12
	3. MCom. Finance	7	8	15
4.College of Applied science, Perissery Perissery.P.O, Chengannur, PIN:689126 Ph:04792456499,8547005006 Email:casperissey.ihrd@gmail.com website: casperissey@ihrd.ac.in	1. MSc. Computer Science	8	8	16
	2. MCom. Finance	10	10	20

- 1 . 50% Merit & all reservation quota seats will be filled up through Centralised Allotment Process (CAP) by the University. Please refer CAP website <http://admissions.keralauniversity.ac.in/pg> for more information
2. This prospectus is applicable only for admission to seats allotted to and filled up by the college For IHRD Quota visit website: <https://www.ihrdadmissions.org>
3. In case, the University allows the college to fill the seats under CAP category also, admission will be done to those seats by the college as per the conditions of this prospectus.

2. ELIGIBILITY FOR ADMISSION

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

Nativity: Candidate should be an Indian citizen. Candidates seeking admission to PG courses will be categorized as Keralite and Non-Keralite.

Keralite: A candidate of Kerala origin will be categorized as a Keralite. Children of All India Service Officers allotted to Kerala Cadre are deemed to be Keralites as per G.O. (Rt) No.822/08/H.Edn. Dated 9-5-2008. But they will not be eligible for communal/special reservation.

Non-Keralite: A candidate who does not come under Keralite category will be categorized as Non-Keralite. Such a candidate will be eligible for admission only after all the applicants of Keralite origin are ranked and allotted.

In order to prove that a candidate is an Indian citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce anyone of the following certificates.

In the case of candidates who have undergone College studies in Kerala, a Course Certificate from the Head of the educational institution last attended in Kerala, certifying that the candidate has undergone his/her studies in Kerala for not less than 3 (three) years within a continuous period of 12 (twelve) years, immediately prior to the completion of the Bachelor's Degree or equivalent examination.

OR

A certificate from the Village Officer/Tahsildar to show that he/she or his/her mother/father was born in Kerala OR Certificate from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a continuous period of twelve years

OR

The true copy of relevant page of Secondary School Leaving Certificate of the candidate showing the Place of Birth in Kerala.

OR

The true copy of the relevant page of the Secondary School Leaving Certificate showing Place of Birth in Kerala of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate.

OR

The true copy of the relevant page of the Passport issued by the Government of India of the candidate, showing Place of Birth in Kerala or of either of the parents of the candidate showing Place of Birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate.

Non-Keralites should furnish a copy of the Certificate of nativity from the revenue authority or local body concerned.

3. ACADEMIC ELIGIBILITY

Graduates who have passed qualifying examination in CBCS Pattern -2013 admissions onwards	Graduates who have passed qualifying examination in CBCS Pattern- Prior to 2013 admissions	Graduates who have passed qualifying examination in Annual scheme/ Other pattern
a. M.Sc Computer Science		
<p>(i) A Degree course with minimum three years duration after 10+2 with not less than 5 CCPA[S] out of 10 in Computer Science/Computer Application/Electronics /Mathematics / Statistics as main or an equivalent Degree recognized by the University of Kerala for the purpose.</p> <p>(ii) Any Science degree with minimum three years duration after 10+2 with not less than 5 CCPA[S] out of 10 with Computer Science/Computer Application as one of the main/subsidiary/core subject or an equivalent Degree recognized by the University of Kerala for the purpose.</p>	<p>(i) A Degree course with minimum three years duration after 10+2 with not less than 2 CGPA[S] out of 4 in Computer Science/Computer Application/Electronics /Mathematics / Statistics as main or an equivalent Degree recognized by the University of Kerala for the purpose.</p> <p>(ii) (ii) Any Science degree with minimum three years duration after 10+2 with not less than 2 CGPA[S] out of 4 with Computer Science/Computer Application as one of the main/subsidiary/core subject or an equivalent Degree recognized by the University of Kerala for the purpose.</p>	<p>(i) A Degree course with minimum three years duration after 10+2 with not less than 50% marks in Computer Science/ Computer Application/ Electronics /Mathematics / Statistics as main or an equivalent Degree recognized by the University of Kerala for the purpose.</p> <p>(ii) Any Science degree with minimum three years duration after 10+2 with not less than 50% marks with Computer Science/Computer Application as one of the main/subsidiary/core subject or an equivalent Degree recognized by the University of Kerala for the purpose.</p>
b. MSc Electronics		
<p>A pass in B.Sc. Degree in Electronics/Physics/ Computer Science/BCA with not less than 5 CCPA(s) out of 10. U.O. No.Ac. AIV/2/48615/IV. F.(II)/ 2019 dated 28.05.2019</p>	<p>A pass in B.Sc. Degree in Electronics/Physics/Computer Science/BCA with not less than 2 CGPA(s) out of 4 U.O. No. Ac. AIV/2/48615/IV. F.(II)/ 2019 dated 28.05.2019</p>	<p>A pass in B.Sc. Degree in Electronics/Physics/ Computer Science/BCA with not less than 50% marks in optional subjects. U.O. No.Ac. AIV/2/48615/IV. F.(II)/ 2019 dated 28.05.2019</p>
c. M.Com (Finance and Accounting)		
<p>Commerce as Core Course with not less than 4.5 CCPA(S) * out of 10 / B.Com Computer Application/ B.Com. Tourism and Travel Management</p>	<p>Commerce as Core Course with not less than 1.8 CGPA(S)* out of 4 / B.Com Computer Application/ B.Com. Tourism & Travel Management (Career</p>	<p>B.Com with not less than 45% marks in Part III optional subjects/ B.Com. Computer Application/ B.Com. Tourism and Travel Management</p>

<p>(Career Related/ Vocational/ Restructured)/ B.Com. Tax Procedure and Practices (Career Related/ Vocational/ Restructured)/BCom. Actuarial Science (Vocational)/ BCom. Office Management & Secretarial Practice/B.Com Hotel Management and Catering (Career Related/ Restructured). BBA/BBS/BBM graduates are also eligible. 80% of the total seats for MCom. Degree Courses in affiliated Colleges shall be reserved for candidates with BCom. Degree and the remaining 20% seats open to Graduates of BCom. and BBA, BBS & BBM Degree holders, if otherwise eligible based on merit. (U.O.No. Ac. AIII/1/4061/2013, dated 09.07.2014)</p>	<p>Related/ Vocational / Restructured) / B.Com. Tax Procedure and Practices (Career Related/ Vocational/ Restructured)/BCom. Actuarial Science (Vocational)/ BCom. Office Management & Secretarial Practice/ BCom. Hotel Management & Catering (Career Related/ Restructured). BBA/ BBS/ BBM graduates are also eligible. 80% of the total seats for MCom. Degree Courses in affiliated Colleges shall be reserved for candidates with BCom. Degree and the remaining 20% seats open to Graduates of BCom. and BBA, BBS & BBM Degree holders, if otherwise eligible based on merit. (U.O. No. Ac. AIII/1/4061/ 2013, dated 09.07.2014)</p>	<p>(Vocational and Restructured)/ B.Com Tax Procedure and Practices (Vocational and Restructured)/ B.Com Actuarial Science (Vocational)/ BCom. Office Management & Secretarial Practice/ BCom. Hotel Management and Catering (Restructured)/ BBA/BBS/BBM. 80% of the total seats for MCom. Degree Courses in affiliated Colleges shall be reserved for candidates with BCom. Degree and the remaining 20% seats open to Graduates of BCom. and BBA, BBS & BBM Degree holders, if otherwise eligible based on merit. (U.O.No. Ac.AIII/1/4061/2013, dated 09.07.2014)</p>
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Note:

1. Candidates whose degree "is accepted as equivalent there to by the University of Kerala" are alone eligible to apply.
2. *CCPA(S) is CCPA for specialized subjects (it is computed without considering the Language Courses Foundation Course for Language and Open Course)
3. All grades will be converted in to Percentage of marks for preparation of rank list.
4. For Scheduled Caste/Scheduled Tribe Category: The requirement is a pass in the Qualifying Examination with minimum CGPA(S) of 1.5(CBCS Prior to 2013 admissions)/CCPA(S) of 4 (CBCS 2013admissions) for CBCSS Pattern of study and the minimum mark in the qualifying examination for PG Degree course of study is 35% for annual Scheme of Study wherever it has not been mentioned specifically
5. For SEBC category, a relaxation of 2% and for persons with disability that of 5% is allowed for the minimum requirement of educational qualification wherever it has not been mentioned specifically.

4. ADMISSION PROCEDURE

(a) 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>

The rank list 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 where ever applicable), unless otherwise mentioned.

The rank list will be prepared based on the total marks/Percentage of CGPA (converted by the formula provided by respective University) obtained by the candidate out of 1000 (for more information please refer the clause 6 of Prospectus for CAP-2022 of the University of Kerala at <http://admissions.keralauniversity.ac.in/pg>)

(b) 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 and submit their options of priority. website: <https://www.ihrdadmissions.org>

The Candidates should produce the following documents in original at the time of interview for admission

- a) Matriculation Certificate.
- b) Certificates and Mark List of the qualifying examination.
- c) Community/Income Certificates, if applicable.
- d) T.C .and Conduct Certificate from the institution last studied.

5. RESERVATION

All the statutory reservation seats available will be filled up by the University through the Online Centralised Allotment Process (CAP). (for more information please refer the Prospectus for CAP2022 of the University of Kerala at <http://admissions.keralauniversity.ac.in/pg>)

6. HOW TO APPLY

(a) Single window Registration

Students will be able to submit options to all IHRD colleges affiliated to university of kerala with their choice of preference. Application for admission to various post graduate degree courses in College of Applied Sciences against IHRD Quota seats is to be completed online through the website of IHRD <https://www.ihrdadmissions.org> on or before the date specified by the University. The print out of the online application along with documents are to be submitted to the principals of concerned colleges at the time of admission.

(b) Registration fee

The Single Registration fee will be Rs 1000/ for general category and Rs.350/- for SC/ST candidates for applying to all colleges under University of Kerala. 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 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 FEES 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.

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

7. FEES DETAILS

Details of fees for each semester of MSc/MCom. are given below:

*Fee Particulars/Semester	MSc. (Rs.)	MCom. (Rs.)
1.TuitionFee	*22,550	*18,425
2.StudentAmenitiesFee (Library, lab, Internet etc.)	1,500	750
3. Admission Fee (Payable at the time of admission)	*1,100	*1,100
4. Caution deposit(refundable)	1,000	1,000
5.UniversityFees	As per University rates	As per University rates
6.PTA Membership Fee	As per PTA rules	As per PTA rules

* Subject to approval of the Government

Fee Remittance Schedule

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

Note:

- * 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.

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 PG Degree programmes conducted in the Colleges of Applied Sciences under IHRD except the SC/ST/OEC candidates of university quota. 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.

8. 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 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 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 PG admission 2022-2023 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/-
 - d. (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 7 a, b & c given above is applicable for all students admitted, including those admitted through Centralized Admission Process of University.

9. GENERAL INSTRUCTIONS

1. Candidates should appear for Interview/Admission at their own cost.
2. The Candidates should produce the following documents in original at the time of interview for admission. Matriculation Certificate, Mark list & Certificate/ Provisional of the Degree examination, Community/Income Certificates, if applicable for SC/ST/OEC candidates.

3. T.C. and Conduct Certificate from the institution last studied.
4. 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.
5. Late applications will not be considered under any circumstances.
6. Candidates from Universities other than University of Kerala should produce migration Certificate and pass certificate at the time of interview/admission.
7. The applicant whose qualifying examinations other than a degree of the University of Kerala should submit an eligibility certificate from the University of Kerala at the time of admission.
8. 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.
9. Selection of Candidates will be made by the principal as detailed in clause 3 of Admission procedure.
10. 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.
11. 10. 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. However, if a student wishes to get memo by ordinary post, he/she must attach a separate request to the principal along with the application form.
12. 11 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.
13. 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.
14. 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 Colleges, for reference.

10. 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 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

(a) "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

(b) asking the student to do any actor 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 extent 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 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 or date of such dismissal.

(vi) SUSPENSION OF STUDENT

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.

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.

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

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