



# IHRD

INSTITUTE OF  
HUMAN RESOURCES  
DEVELOPMENT

Established by the Government of Kerala

University of Kerala

UG Admissions  
2022-23

PROSPECTUS  
2022-2023



# 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

8. GENERAL INSTRUCTIONS

11

9. PREVENTION OF RAGGING IN CAMPUS

12

## **Admission to Career Related First Degree Programmes in the seats to be filled up by the Colleges of Applied Science, managed by IHRD and affiliated to University of Kerala during the academic year 2022–2023**

Online Applications are invited for admission in the seats to be filled up by the Colleges of Applied Science, managed by Institute of Human Resources Development (IHRD) and affiliated to the University of Kerala during the academic year 2022-2023

Online applications to be submitted through the website

[www.ihrdadmissions.org](http://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. B Sc Computer Science (320)
2. B Sc Electronics (340)
3. B Sc Physics and Computer Application (328)
4. BCA Computer Applications (332)
5. BBA Business Administration (195)
6. B Com Commerce with Computer Applications(138)
7. B Com Commerce &Tax procedure and Practice (337)
8. B Com Finance (159)
9. B A English Language & Literature (130)
10. B A English & Communicative English (133)
11. B Com 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.College of Applied Science, Temple Road, Adoor.P.O Pathanamthitta PIN-691523. Ph: 04734-22 4076 E mail : <a href="mailto:casadoor.ihrd@gmail.com">casadoor.ihrd@gmail.com</a> <a href="mailto:casadoor@gmail.com">casadoor@gmail.com</a> Website : <a href="http://www.casadoor.in">http://www.casadoor.in</a> <a href="http://www.casadoor.ihrd.ac.in">www.casadoor.ihrd.ac.in</a>	a) BSc Computer Science	20	20	40
	b) BSc Electronics	20	20	40
	c) B Com with Computer Application	25	25	50
	d) BCA Computer Applications	20	20	40
	e) BBA Business Administration	20	20	40
	f) B.A English & Communicative English	15	15	30
	g) BSc Physics and Computer Application	15	15	30
2.College of Applied Science ,Govt. BHSS Compound, Mavelikkara P O, Alappuzha PIN-690101 Ph: 0479-230 4494  E mail: <a href="mailto:casmavelikkara.ihrd@gmail.com">casmavelikkara.ihrd@gmail.com</a> <a href="mailto:casmvk@gmail.com">casmvk@gmail.com</a> Website : <a href="http://www.casmvk.kerala.gov.in">www.casmvk.kerala.gov.in</a>	a) BSc Computer Science	20	20	40
	b) BSc Electronics	20	20	40
	c) BCom Commerce with Computer Application	20	20	40
	d) BCom Commerce &Tax procedure and Practice	20	20	40
	e) BBA Business Administration	15	15	30
	f) BCA Computer Applications	20	20	40
	g) BSc Physics and Computer Application	15	15	30
	h) B.Com Finance	25	25	50

3.College of Applied Science Dhanuvachapuram P O. Thiruvananthapuram. PIN 695503 Ph: 0471-2234374, 2234373 E mail : <a href="mailto:casdvpm.ihrd@gmail.com">casdvpm.ihrd@gmail.com</a> Website : <a href="http://www.casdvpm.ihrd.ac.in">www.casdvpm.ihrd.ac.in</a>	a) BSc Computer Science	25	25	50
	b) BSc Electronics	25	25	50
	c) B Com Commerce with Computer Application	25	25	50
4.College of Applied Science, Karthikapally P O. Haripad, Alappuzha PIN 690516 Ph: 0479-2485370/ 2485852/ 8547005018 E mail: <a href="mailto:caskarthikapally@gmail.com">caskarthikapally@gmail.com</a> , <a href="mailto:caskarthikappally.ihrd@gmail.com">caskarthikappally.ihrd@gmail.com</a> , <a href="mailto:casharipad@ihrd.ac.in">casharipad@ihrd.ac.in</a> , Website: <a href="http://caskarthikappally.ihrd.ac.in">http://caskarthikappally.ihrd.ac.in</a>	a) BSc Computer Science	25	25	50
	b) BCA Computer Applications	25	25	50
	c) B Com Commerce with Computer Application	25	25	50
	d) BBA Business Administration	25	25	50
	e) B Com Finance	25	25	50
5.College of Applied Science , KIP Compound,Thettikunnu, Kundara. P.O. Kollam PIN-691 501 Ph: 0474-2580866,8547005066 E mail: <a href="mailto:caskundara.ihrd@gmail.com">caskundara.ihrd@gmail.com</a> Website : <a href="http://caskundara.ihrd.ac.in">http://caskundara.ihrd.ac.in</a>	a) BSc ComputerScience	25	25	50
	b) BSc Electronics	25	25	50
	c) B Com Commerce with Computer Application	25	25	50
	d) B Com Commerce &Tax Procedure and Practice	20	20	40
6.College of Applied Science, IHRD, Kalanjoor P.O, Kalanjoor, Pathananmthitta PIN– 689694 Ph : 04734-272320 Website: <a href="http://caskalanjoor.ihrd.ac.in">caskalanjoor.ihrd.ac.in</a> E mail: <a href="mailto:caskalanjoor.ihrd@gmail.com">caskalanjoor.ihrd@gmail.com</a>	a) B Com commerce with Computer Application	20	20	40
	b) BBA Business Administration	20	20	40
	c) B Com Commerce & Tax Procedure and Practice	15	15	30
	d) B Sc ComputerScience	15	15	30
7. College of Applied Science, Perissery, Perissery P.O, Chengannur, PIN : 689126 Ph : 91-479- 2456499 ,8547005006 E mail : <a href="mailto:casperissery.ihrd@gmail.com">casperissery.ihrd@gmail.com</a> Website : <a href="http://casperissery.ihrd.ac.in">casperissery.ihrd.ac.in</a>	a) BSc ComputerScience	15	15	30
	b) BCA Computer Applications	15	15	30
	c) B Com (Elective – Computer Application)	20	20	40
	d) BA - English Language & Literature	15	15	30

## Note

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 more information.
2. If the total intake is enhanced during the current academic year, admission to the corresponding seats will be done from the same list of candidates applied on the basis of the prospectus
3. Para 1 to 5 of the prospectus is applicable only for the admission to the seats allotted to and filled up by the college. But remaining paragraphs are applicable for all students admitted
4. In case, the University allows the college to fill the vacant seats under its CAP category also, the admission will be done to those seats by the college as per the conditions of the prospectus.



## 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 <b>(BSc-CS)</b>	A pass in Higher Secondary or any other examination recognized as equivalent thereto by the University of Kerala with Mathematics/Computer science as one of the optional subjects	Total marks obtained for the qualifying examination + marks for Mathematics and Physics/ Computer Science. The candidate who have studied Computer Science at +2 level, the score obtained in Computer Science paper will be added, instead of the score in Physics, from 2011 admissions onwards
BSc. Electronics <b>(BSc-EL)</b>	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>(B.Com)</b>	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 <b>(BCA)</b>	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Mathematics as one of the optional subject.	Total marks in Higher Secondary + Marks for Mathematics

Bachelor of Business Administration <b>(BBA)</b>	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.	Total marks in Higher Secondary Examination
BA English Language & Literature <b>(B A Lit)</b>	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.
BA English and Communicative English <b>(BA)</b>	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 paper shall also be Added+10% weight age of marks scored for optional English component(Except for communicative English)
BSc Physics with Computer Application. <b>(B.Sc)</b>	A pass in Higher Secondary or any other examination recognized as equivalent thereto by the University of Kerala with Physics as one of the subjects	Total marks in Higher Secondary + Marks for Physics.

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# 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.ihrdadmissions.org](http://www.ihrdadmissions.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)

Higher Secondary Examination	CBSE/ISC	VHSE
Total marks secured for higher Secondary + Marks secured in the concerned subject. In the case of Higher Secondary Examination prior to 2010, normalize the total marks obtained out of 600 to 1200 and add twice the marks obtained in the concerned subject for calculation of index mark	Normalize the total marks to 1200 and then add TWICE THE PERCENTAGE of marks obtained in the concerned subject	Exclude the marks for vocational subjects and foundation course and normalize the marks.
Example: Total Marks of A =800/1200 Marks for Mathematics =150/200 Index marks =800+150 =950	Example: Total marks of B = 400/500 Marks for Mathematics = 80/100 Index marks =(400/500x1200) +160 =1120 [160 is the double of marks of mathematics]	Example: Marks of C are: English=41, optional 1=47, Optional2 =58, Optional3 =65, Total=211, i)For English(41/100)x200=82 ii)For optional(170/300)x400=226.66 Total out of 600=82+226.66=308.66 Total Out of 1200=308.66x2=617.32

## WEIGHTAGE / DEDUCTION OF MARKS

The candidates who have attended for NSS/NCC /SPC during the academic year of the qualifying Examination (ie, plus two only) will be eligible for 15 marks as bonus only under any one category. (NSS or NCC or SPC). In the case of candidates who get the eligibility for bonus marks, their ranking mark will be the sum of scored marks and the bonus marks

Weightage	NCC	The bonus marks will be awarded, on the basis of NCC Certificates signed by the Director and issued by the Directorate of NCC, to the candidates who have secured at least 75% of attendance after having participated in its activities during the course of study at the Plus two level.
	NSS	For awarding bonus marks to NSS Participants NSS Certificates signed by the Competent Authority should be submitted
	SPC	For awarding bonus marks to SPC(Student Police Cadet) participants Certificates signed by the Competent Authority should be submitted.
	Ex-Servicemen / dependents	A weightage of 15 marks will be given to the widows and children of Jawan and Ex-servicemen for admission. (U.O. No.Ac.B.3/Misc./73 dated 30-10-1974). (AcademicCouncil dated 28-08- 1974).
Loosing of marks	Candidates will lose 10 marks for ranking purpose for each additional appearance he/she has taken for completing the qualifying examination.	

## RESOLVING OF TIE

In the case of tie of index marks, the following options will be considered for tie breaking.

1. Marks of the subject opted
2. Marks of English
3. Date of Birth (older be placed higher in ranking)
4. Name of the Candidate (Alphabetical order)



# 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 Christian	BX	1 %
		Other Backward Hindu	BH	3 %
		EWS		10 %

### Note

Please refer Prospectus for 2022-2023 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.ihrdadmissions.org](http://www.ihrdadmissions.org) on or before the last date 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 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. 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>)**



## 6.COURSE FEES

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

FEE PARTICULARS	BSc/ BCA (Rs.)	B.Com (Rs.)	BBA /B. A (Rs.)
Tuition fee	*17,270	*13,035	*8,470
Fee 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 fee like **University fee, PTA membership fee, Exam fee etc**

## FEE REMITANCE SCHEDULE

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 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.

Touch or scan the QR  
code for visiting official  
IHRD 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 2022-23 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 examinations 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 CAMPUS

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 willingly 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**