



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

**Admission to the Choice Based Credit & Semester System
(U.G) Programme (B.Sc Computer Science/ B.Sc Electronics/
B.Com with Computer Application/BA English with Journalism)
in the seats allocated to the Colleges of Applied Sciences managed by
I.H.R.D and affiliated to the Kannur University during 2020 - 2021**

(Applications to be submitted online through the website: <http://ihrd.kerala.gov.in/cascap>)

PROSPECTUS

2020-21

College of Applied Science, Cheemeni
College of Applied Science, Kuthuparamba
College of Applied Science, Manjeswaram
College of Applied Science, Pattuvam
College of Applied Science, Payyannur
College of Applied Science, Pinarayi
EMS Memorial College of Applied Science, Iritty
Model College, Madikkai
PK Kalan Memorial College of Applied Science, Mananthavady

(Prospectus issued for previous years are not valid for 2020 –21)

(Online Application and prospectus are available in web site: www.ihrd.ac.in)



Admission to the Choice Based Credit & Semester System (CBCSS) Under Graduate Programmes (B.Sc Computer Science/B.Sc Electronics/ B.Com with Computer Application/B.A English with Journalism) in the seats to be filled up by the College of Applied Sciences, managed by IHRD and affiliated to Kannur University during 2020–21.

Online Applications are invited for admission to the following CBCSS-UG Programmes conducted at the Colleges of Applied Science, affiliated to the Kannur University during the academic year 2020-21. The link for online application is <http://ihrd.kerala.gov.in/cascap>

1. B.Sc. Computer Science
2. B.Sc. Electronics
3. B.Com with Computer Application
4. B.A English with Journalism

The above programmes are of 6 semesters spread over a period of 3 years and are affiliated to the Kannur University. The scheme and syllabus for the programmes will be as followed in the Kannur University. The details of the programmes are given below.

1. COLLEGE, COURSE & ANNUAL INTAKE

| Colleges | Programmes | Merit & Reservation Seats admitted By University | Seats to be filled up by the College/ IHRD | Total Seats |
|--|-------------------------------------|--|--|-------------|
| 1. College of Applied Science, Pattuvam, Kayyambhadam, Ariyil P.O, Thaliparamba, Kannur 670143 Ph: 0460-2206050, 8547005048 E mail: caspattuvam.ihrd@gmail.com caspattuvam@ihrd.ac.in Ac/No. 57043439820 IFSC SBIN 0001000 SBI Thaliparamba | a) B.Sc Computer Science | 20 | 20 | 40 |
| | b) B.Sc Electronics | 20 | 20 | 40 |
| | c) B. Com with Computer Application | 15 | 15 | 30 |
| 2. College of Applied Science, Cheemeni, Pallippara, Pettikkund P.O, Cheruvathur, Kasargod 671313, Ph: 0467-2257541, 8547005052 E mail : cascheemeni@ihrd.ac.in cascheemeni.ihrd@gmail.com Ac/No 57041821915 IFSC SBIN0070675 SBI Nileshwar Town Branch | a) B.Sc Computer Science | 13 | 12 | 25 |
| | b) B.Sc Electronics | 13 | 12 | 25 |
| | c) B. Com with Computer Application | 20 | 20 | 40 |
| 3. College of Applied Science, Koothuparamba, (P.O) Kottayam Malabar, Kannur 670643, Ph: 0490-2362123, 8547005051 E mail: caskoothuparamba@ihrd.ac.in caskoothuparamba.ihrd@gmail.com Ac/No. 67322606167 IFSC SBIN0002228 SBI Koothuparamba | a) B.Sc Computer Science | 13 | 12 | 25 |
| | b) B.Sc Electronics | 13 | 12 | 25 |
| | c) B. Com with Computer Application | 20 | 20 | 40 |
| 4. College of Applied Science, Payyannur, Neruvambram, Ezhome P O, Kannur, PIN-670334 Ph: 0497-2877600, 8547005059 E mail: caspayyannur@ihrd.ac.in caspayyannur.ihrd@gmail.com Ac/No 67062142209 IFSC SBIN 0018494 SBI Pazhayangadi | a) B.Sc Computer Science | 20 | 20 | 40 |
| | b) B.Sc Electronics | 20 | 20 | 40 |
| | c) B. Com with Computer Application | 25 | 25 | 50 |

| | | | | |
|--|---|-------------------------|-------------------------|-------------------------|
| <p>5. College of Applied Science, Manjeswaram, Kumbala P.O, Kasaragod. – 671321 Ph: 04998-215615, 8547005058 E mail: casmanjeswaram@ihrd.ac.in casmanjeswaram.ihrd@gmail.com Ac/No. 67059626635 IFSC SBIN0070201 SBI Railway Station Road Kasaragod</p> | <p>a) B.Sc Computer Science b) B.Sc Electronics c) B. Com with Computer Application</p> | <p>13 13 20</p> | <p>12 12 20</p> | <p>25 25 40</p> |
| <p>* 6. P K Kalan Memorial College of Applied Science Mananthavady, Govt.College Campus, Nallooradu P.O Mananthavady, Wayanad-670645 Ph: 04935-245484, 8547005060 E mail:casmananthavady.ihrd@gmail.com casmananthavady@ihrd.ac.in Ac/No 67062207359 IFSC SBIN 0070321 SBI Mysore Road Mananthavady</p> | <p>a) B.Sc Computer Science b) B.Sc Electronics c) B. Com with Computer Application</p> | <p>0 0 0</p> | <p>25 25 40</p> | <p>25 25 40</p> |
| <p>7. E M S Memorial College of Applied Science,Irity. Kiliyanthara P O, Kunnoth, Irity, Kannur- 670706 Ph: 0490-2423044, 8547003404 Email: casiritty@ihrd.ac.in casiritty.ihrd@gmail.com Ac/No. 67085772630 IFSC SBIN0017063 SBI Peravoor Road Irity</p> | <p>a) B.Sc Computer Science b) B.Sc Electronics c) B. Com with Computer Application</p> | <p>12 12 15</p> | <p>12 12 15</p> | <p>24 24 30</p> |
| <p>8.College of Applied Science, Pinarayi Pinarayi P O, Thalassery, Kannur-670741 Ph: 0490 – 2384480, 8547005073 E mail : caspinarayi@ihrd.ac.in caspinarayi.ihrd@gmail.com Ac/No.67112752708 I FSC SBIN0071105 SBI Pinarayi</p> | <p>a) B.Sc Computer Science b) B.Sc Electronics c) B. Com with Computer Application</p> | <p>13 13 20</p> | <p>12 12 20</p> | <p>25 25 40</p> |
| <p>9. Model College, Madikkai, Nileshwaram Kanhirapoil P O, Anandashram (via), Kanhangad- 671531 Ph: 0467 – 2240911, 8547005068 E mail: casnileshwaram@ihrd.ac.in mcneeshwaram.ihrd@gmail.com Ac/No. 67110995946 IFSC SBIN0070675 SBI Neeleshwaram</p> | <p>a) B.Sc Electronics b) B. Com with Computer Application c) B.A English with Journalism</p> | <p>13 20 15</p> | <p>12 20 15</p> | <p>25 40 30</p> |

* At P K Kalan Memorial College of Applied Science, Mananthavady 50% of the total intake will be reserved for ST candidates, 30% for SC and 20% for candidates from General category. 50% of the total seats will be reserved exclusively for candidates from Wayanad district.

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

2. The Colleges of Applied Science under IHRD offer Malayalam & Hindi (and Kannada also at CAS, Manjeswaram) as common courses for Languages, other than English for the UG Program.

3. a) 50% of the total seats that including the seats reserved for SC/ST/SEBC/EWC 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 6.
4. 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. ELIGIBILITY FOR ADMISSION

Those candidates who are “eligible for higher studies” as per the HSE or a pass in the equivalent examination is the minimum criteria for admission to degree programmes unless otherwise specified. The grade/marks obtained in the **plus two** examinations will be taken for ‘Assessment of Merit for Degree Admission’. In addition to minimum criteria the following conditions are to be satisfied for applying to the courses offered.

1. **B.Sc. Computer Science:** 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 major subjects under science stream. (Ref. the University Prospectus UG CAP 2020-21, Page No.11)
2. **B.Sc. Electronics:** A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto under science stream (Ref. the University Prospectus UG CAP 2020-21, Page No.11)
3. **B.Com with Computer Application:** A pass (Eligible for higher studies) in the Higher Secondary Examination of the State or an Examination accepted by the University as equivalent there to provided candidates coming from Non- Commerce group should have at least 45% of the aggregate marks. (Ref. the University Prospectus UG CAP 2020-21, Page No.14)
4. **B.A English with Journalism:** A pass (Eligible for higher studies) in the Higher Secondary Examination of the State or an examination accepted by the University as equivalent there to.

Note: Admission to all programmes will be as per the rules & regulations of the University KUCBCSSUG 2020. The eligibility criteria shall be as announced by the University from time to time.

3. ADMISSION PROCEDURE

Candidates have to submit the duly filled up application online to the College where they desire admission, in the prescribed form available in the website: www.ihrd.kerala.gov.in/cascap. The College, on the basis of merit as given below, will prepare ranklist.

4. SELECTION OF CANDIDATES

- (i) Selection of candidates for admission to the Colleges of Applied Science under IHRD will be on Institution-wise basis. Admission to all the Colleges of Applied Science shall be made as per the schedule prescribed by the University.
- (ii) Admission shall be made purely on the basis of marks obtained for Higher Secondary or equivalent qualifying examination and as per University rules.

The Ranking mark is derived as follows:

- a. For Computer Science:
Total marks of the qualifying examination + marks for Mathematics +20% of the marks for Computer Science/Electronics (Ref the University Prospectus UG CAP 2020-21, Page No.11) + grace marks - handicaps marks

- b. For Electronics :
Total marks of the qualifying examination+ marks for Mathematics +20% of the marks for ComputerScience/Electronics(Ref the University Prospectus UG CAP 2020-21.Page No.11)+ grace marks - handicaps marks
- c. For B Com with CA:
Total marks of the qualifying examination + A weightage of 25 marks for each commerce subjects such as Accounting, Business studies, Management Studies, Auditing, Computer Application, Banking, Income Tax and Economics taken by the candidate subject to a maximum of 75 marks (Ref. the University Prospectus UG CAP 2020-21.Page No.14) + grace marks- handicaps marks
- d. For English with Journalism:Total marks for Higher Secondary/ equivalent + double the percentage of marks for General English. A weightage of 20 marks will be given to those who have studied English as optional at the qualifying examination
Grace mark for NCC/NSS = 15,
Handicap mark= -5for each subsequent year of appearance.
In the case of VHSE candidates marks secured in vocational subjects and foundation course shall be excluded.
- (iii) For selection, the ranking marks will be finally arrived at also by taking into account the guidelines issued by the University (such as award of weightage, handicap marks etc.).
- (iv) The marks declared by the candidates in the application form will alone be considered for selection.If the maximum mark for a subject of the qualifying examination is above 100, the candidate shall convert the mark secured out of 100.
- (v) For the purpose of selection, each College of Applied Science under IHRD will be treated as a separate unit.
- (vi) Selection of candidates for interview for admission will be on the basis of information including that of marks furnished by the candidate in the application form.
- (vii) Relaxation of marks in the qualifying examination as per rules (for SC/ST-pass minimum, SEBC-5% relaxation in the qualifying examination from the prescribed minimum for admission)
- (viii) Standardization of marks for admission to First Year Degree Programme under KUCBCS system will be as per the Guide lines issued by the University (refer the prospectus for CAP 2020)

Note:-

- (i) Candidates who do not furnish the details of marks as prescribed in the particular column of the application form will be summarily rejected.
- (ii) The selection of candidates for interview for admission will be on the above basis and the information furnished by the candidate in his / her application. Candidates should be very careful in furnishing the information, including marks in the application form.
- (iii) *Self attested copy of the mark list of the qualifying examination, University CAP registration receipt, SSLC certificate and other documents should be sent along with the printout of the online application duly filled to the college where the applicant desires admission and also to be uploaded with the application form at the time of online submission..*

5.HOW TO APPLY

5.1 Application form

Application form for admission to various degree courses in College of Applied Sciences against IHRD/College quota seats is to be completed online through the website of IHRD [http:// ihrd.kerala.gov.in/cascap](http://ihrd.kerala.gov.in/cascap) The print out of the online application along with required registration fee and documents are to be submitted to the Principal of concerned colleges strictly following the time schedule notified by the University. Separate online application should be submitted for seeking admission to different Applied Science Colleges under IHRD

5.2 Application Registration fee:

The application Registration fee will be Rs 350/- (Rs.150/- for SC/ST candidates). Application Registration fee should be paid in the bank account of respective Applied Science Colleges given in para (1) through the online bank transaction in favour of the Principal of the Applied Science College concerned where the applicant desires for admission. 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.

5.3 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 Colleges (Please see para 1, for the communication address of the Applied Science Colleges) before the stipulated time limit*. Applications will be considered only if he/she has furnished the relevant certificates prescribed in this 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 and registration fee will be summarily rejected.

The candidates who wish to secure admission in the college quota also 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>)

5.4 Documents to be submitted along with print out of the online application.

1. Self attested copy of the SSLC/equivalent certificate to prove the date of birth of the applicant.
2. Self attested copy of the mark list of the qualifying examination.
3. Self attested copy of relevant certificate obtained from competent authority for claiming grace marks for NSS, NCC, Ex-service men dependency.

*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.

6. COURSE FEES

6.1 Details of fees for each semester of B.Sc, B.Com with CA & BA are given below:

| FEE PARTICULARS | B.Sc (Rs.) | B.Com with CA (Rs.) | B.A (Rs.) |
|---|---------------|---------------------------|--------------|
| 1. Tuition fee | 14,900 | 11,150 | 7,000 |
| 2. Students Amenities Fee (including Internet, Lab, Library fees) | 800 | 700 | 700 |
| 3. Admission fee (Payable at the time of admission) | 300 | 300 | 300 |
| 4. Caution deposit (refundable) (Payable at the time of admission) | 1,000 | 1,000 | 1,000 |

6.2 Fee remittance details:

| FEE Remittance Schedule | B.Sc (Rs.) | B.Com with CA(Rs.) | B.A (Rs.) |
|---|---------------|-----------------------|--------------|
| A. First Installment fee(Including Caution Deposit) for First Semester: (to be paid at the time of admission) | 9,500* | 7650* | 5,500* |
| B. Second Installment fee for first Semester: (to be paid during 3 rd month of admission) | 7,500* | 5500* | 3,500* |
| C. Semester fee for remaining Semesters : (to be paid at the beginning of each semester classes) | 15,700* | 11850* | 7,700* |

- *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.*

6.3 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 Degree programmes conducted in the Colleges of Applied Sciences under IHRD except the SC/ST/OEC candidates and any other category as directed by the Govt./University. The SC/ST/OEC candidates or any other category as prescribed by the Govt. from time to time 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 or any other category as prescribed by the Govt. from time to time, 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.

7. RULES FOR ISSUE OF TRANSFER CERTIFICATE

- a) Any student who gets admission to Degree 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 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 joining the Course(date of 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 2020-21by 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 7.a, b & c given above is applicable for all students admitted,including those admitted through Centralized Admission Process of University.

8. GENERAL INSTRUCTIONS

- 8.1 Receipt of application will be acknowledged, allotting a registration number. The registration number as shown in the receipt should be mentioned in all future correspondence concerning admission.
- 8.2 Selection of candidates will be made by the Principals concerned, based on the information furnished in the application.

- 8.3 The selection for admission will be provisional subject to verification of original documents and approval of University. If, on verification, any information given in the application is found to be false or the University rejects the admission due to any other reason, the candidates will forfeit his/ her claim for admission.
- 8.4 The list of candidates called for interview and the interview schedule will be published on the IHRD website, or the concerned College website. **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 post, he/she must attach a self addressed stamped envelope along with the application form.** It will be mandatory for the candidates to check their position from the list published in the institution/website and appear for the interview in the event of non-receipt of the memo or postal delay.
- 8.5 The candidates called for interview should bring the originals of all the certificates on the dates specified at their own expense.
- 8.6 A candidate who does not turn up for the interview as per the schedule 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.
- 8.7 The candidate seeking admission to the programme will have to abide by the campus rules and regulations issued from time to time. The campus rules now in force in the institution under IHRD are listed below:
- a) No student will be permitted to enter the campus without being in proper uniform. The uniform prescribed for the CAS UG students are as follows:
Girls: Grey Pyjama, White Kurta, Grey Dupatta and black shoes.
Boys: White Half Sleeve Shirt, Grey Pants with black shoes. *(Jeans and low waist pants are strictly prohibited)
 - b) Use of motorized vehicles by students within the campus is strictly prohibited. In any case, no personal conveyance other than bicycle will be allowed within the campus.
 - c) Consumption of Alcohol, Drugs and Smoking is strictly prohibited within the campus. Students are advised to desist, from the habit of smoking, drugs and drinking all together, as it is well known that smoking, drugs and drinking is injurious to health. Students found in intoxicated state in the campus will be suspended immediately and will face strict disciplinary action including dismissal, if found guilty.
 - d) Students are requested to co-operate to maintain the building and the campus clean and spotless, as well as to keep the furniture, laboratory equipment and other institute properties without loss or damage. This is a collective responsibility of the students. The heads of institutions are authorized to collect appropriate fine and take action against those students who deliberately damage the institution property.
 - e) The identity card issued by the Institute must be prominently displayed on the chest by each student. Mere possession of the card is not enough.
 - f) Directions of the Principal and other staff in respect of academic matters and general discipline must be strictly complied with by all students.
 - g) Leave of absence will be granted only on medical grounds. However, such leave will be considered only for the purpose of granting condonation of shortage of attendance.
 - h) Hostel facilities are not available and hence the students will have to make their own arrangements for boarding and lodging.
 - i) Use of mobile phones, performance of cinematic dance and fashion shows are strictly prohibited in the campus as per Govt. rules. Mobile phones if caught during use in the campus will be confiscated and auctioned.

9. 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

"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 act or perform something which such student will not in the ordinary program 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.

- 10.** Any other details not specifically covered by this prospectus will be decided by the under signed and such decision will be final.

Thiruvananthapuram,
Date: 07/ 08 /2020

Sd/-
DIRECTOR