

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

College of Applied Science, Kanjirappally

Admission to BSc Degree programmes in
Computer Science /Electronics & B.Com with Computer Applications

2010 – 2011



PROSPECTUS

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Admission to BSc programmes in Electronics / Computer Science and B.Com with Computer Applications at College of Applied Science, Kanjirappally

(M.G. University)
2010 -2011

1. The INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (IHRD) is a Government of Kerala undertaking. Applications are invited for admission to the B.Sc Degree Programmes in Electronics/Computer Science and B.Com with Computer Applications (under choice based Credit & Semester system) conducted in the College of Applied Science, Govt. High School Campus, Petta, Kanjirppally under the institute with affiliation of Mahatma Gandhi University during the academic year 2010 -2011. The details of the Programmes available in the College are furnished below:

Name of Programmes	Duration	Annual intake
1. B.Sc Degree in Electronics	6 Semesters spread over a period of 3 years	30
2. B.Sc Degree in Computer Science	-do-	30
3. B.Com with Computer Applications	-do-	30

Note: 1. In addition to the above, 10% of the annual intake has been sanctioned for admitting students in fee waiver scheme. Under the fee waiver scheme, admission will be made in the ratio 2:3:1 from meritorious women candidates economically backward students(annual family income does not exceed Rs. 4.5 Lakhs) and physically disabled students with 40% disability. They will be eligible for Concession of tuition fee and special fee. Necessary documents such as income certificate from the village officer/disability certificate from the district medical board stating the percentage of disability should be attached along with the application form for considering admission under the fee waiver scheme. In the absence of physically handicapped students, women candidate will be considered.

2. If the intake is enhanced during the academic year, selection for admission will be made from the candidates who have applied for admission against the prospectus.

2. ELIGIBILITY FOR ADMISSION to

a. BSc Computer Science / BSc Electronics

Candidates with a pass in the +2/equivalent examination of the Higher Secondary Education Department / Universities in Kerala with Physics, Chemistry and Mathematics as optional subjects or any other examination accepted by M.G University as equivalent thereto.

b. Bcom with Computer Applications

Candidates who have passed +2/equivalent examination recognized by MG University with Book Keeping and Accountancy and any two of the following subjects.

1. Commerce,
2. Commercial Correspondence and Commercial Geography,
3. Economics,
4. Life Insurance with Salesmanship,
5. Banking with Secretarial Practice,
6. Business Studies,
7. Mathematics,
8. Computer Science,
9. Computer Application as optional under Part III of the examination,
10. Informatics Practice,
11. Management

OR

2. Who have passed +2/equivalent examination recognized by this University with other subjects under part III optional provided they have secured 45% of the aggregative marks on an examination accepted by the University as equivalent there to subject to the restriction regarding marks as mentioned above.

Candidates belong to SC/ST need to have a pass in the qualifying examination.

Note: *All doubtful cases of eligibility and qualifications will be referred to the University for Clarification .Admission will be offered only after receiving the clarification in such cases within the stipulated time of admission schedule.*

3. SELECTION OF CANDIDATES

- 1) Selection of candidates for admission to the College of Applied Science, Kanjirappally under IHRD will be on Institution-wise basis.
- 2) Admission shall be made purely on the basis of grades/ marks obtained for Higher Secondary or equivalent qualifying examination.
- 3) For selection, the ranking index/ marks will be finally arrived at by taking into account the instructions and Guidelines issued by the University from time to time .
- 4) The grade /marks declared by the candidates in the application form alone will 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 to out of 100.
- 5) Once admitted, transfer from one College of Applied Science to another under IHRD will not be granted under any circumstances.
- 6) Selection of candidates for interview for admission will be on the basis of information including that of grades/marks furnished by the candidate in the application form.

Note: (i) *Candidates who do not furnish the details of grades / marks as prescribed in column (16)of the application form will not be considered for admission.*

(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. Candidate should be very careful in furnishing the information, including grade / marks in the application form.*

(iii) *Attested copy of the mark list of the qualifying examination should be attached with the application form.*

v) *The bonus / handicap marks will be awarded as per the guidelines issued by the University from time to time.*

4 HOW TO APPLY

Application form and prospectus can be obtained on cash payment of Rs.200/-(Rupees. Two Hundred only) up to **5.6.2010** from the office of the College of Applied Science, Govt. High School Campus, Petta, Kanjirappally. This amount includes the registration fee also.
(In the case of SC/ST candidates, the cost will be Rs.100/- by cash).

Note: *Cost of application form and registration fee once paid will not be refunded under any circumstances.*

5. The branch will be allotted based on the ranking mark computed as per clauses in Para (3) and choice of candidates expressed in the application form.
6. i) The marks of the qualifying examination should be furnished by the candidates in relevant column in item no.16 of the application form. An attested copy of the mark list of the qualifying examination should also be attached with the Application form. Originals of the documents to prove educational qualification, date of birth, community etc. should be produced at the time of interview.
- ii) Application for admission to BSc / Bcom Degree courses duly filled should reach the Principal of the College of Applied Science, Govt. High School Campus, Petta, Kanjirappally on or before **7.6.2010**. Applications received after the time specified above will not be accepted on any account.

Note:- The last dates mentioned in paras 4 & 6 above are subject to the changes as per the University notifications in this regard

7. FEES

Fees will be charged as follows:

	BSc	B.Com
i) Admission fee (Payable at the time of admission)	: Rs.300/-	Rs.300/-
ii) Tuition fee per semester (The tuition fee shall be remitted in two equal installments each at the commencement of the semester and towards the middle)	: Rs.7500/-	Rs.4,000/-
iii) Special fee per semester Payable at the time of admission or the day of commencement of semester course as the case may be]	: Rs.1875/-	Rs.1,000/-
iv) Fee for students amenities (per-year) (Payable along with 1 st , 3 rd and 5 th semester fee)	: Rs.200/-	Rs.200/-
v) Caution deposit (refundable) (Payable at the time of Admission)	: Rs.1000/-	Rs.1000/-

Note: (1) In addition to the fee stated above, the students will have to remit the affiliation and other fees as required by the University from time to time.

(2) **Fees once paid will not be refunded under any circumstances.**

(3) A student who discontinues his studies after closure of admission will have to remit the fee up to the semester in which last attended.

8 No educational concession will be available to the students of the B.Sc / B.Com courses conducted by the IHRD except the SC/ST/OEC candidates. The SC/ST/OEC students are exempted from payment of prescribed fee on condition that they will submit application for educational concession from the SC Development Department, in the prescribed form along with supporting documents within 15 days from the date of commencement of regular classes. If they fail to do so, they should pay the prescribed fee. The sanctioning of educational concession to the above categories of students will be subject to the government orders issued by SC Development Department from time to time

9. The candidates shall produce the following documents at the time of interview for admission.
- Originals of Certificates and Mark list of the qualifying examination.
 - Community/Income Certificates, if applicable.
 - Conduct Certificate

10. The seats will be filled up on the following formula:

- 1) Seats reserved for SC/ST/OEC and Socially and Educationally Backward Class (SEBC) candidates are as detailed below:

Scheduled Caste	:	15 %
Scheduled Tribe	:	5 %
Ezhava, Thiyya, Billavans	:	9 %
Muslims	:	8 %
LC other than Anglo Indians	:	2 %
Other Backward Christians	:	1 %
Other Backward Hindus	:	5 %

Candidates claiming reservation under SC/ST quota should produce community certificate from a Revenue officer not below the rank of concerned Tahsildar. Candidates claiming admission under SEBC/OEC should produce a community certificate and income certificate from the Village Officer concerned. Claim of reservation without community/income certificate will not be considered.

Note: i) *Applicants belonging to Latin Catholic community who claim eligibility under reservation quota should produce a community certificate clearly stating that they belong to "Latin Catholic other than Anglo Indian"*
 ii) *The seats unavailed of by the SC candidates will go to the ST candidates and vice -versa.*
 iii) *The seats reserved for SC/ST candidates which are not availed of by them will be filled up by eligible candidates from OEC/OBC as per existing rules.*

- 2) 15% of the total intake will be reserved for the candidates who have passed the THSS Examination from the Technical Higher Secondary Schools managed by the IHRD. The mode of selection of these category of students will be governed by clauses in Paras 3& 5.
- 3) 3 % of the total intake will be reserved for eligible physically handicapped candidates.
- 4) The remaining seats will be filled up, based on the ranking marks computed as per clauses in Para 3 and the choice of candidates

11. GENERAL

- (i) 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.
- (ii) Selection of Candidates will be made by the Principal concerned, based on the information furnished in the application.
- (iii) The Selection for admission will be provisional subject to verification of original documents and eligibility, by the Head of the Institute. If on verification any information given in the application is found to be false, the candidate will forfeit his/her claim for admission.
- (iv) The list of candidates called for interview will be published in the institution. Individual memo will also be sent.
- (v) The candidates called for interview should bring the originals of all the certificates on the dates specified at their own expense. T.C. should be produced within a week from the date of provisional admission.
- (vi) 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 interview on genuine grounds, the parent/ guardian or any authorised person can act as a proxy at the risk of the candidate.

(vii) The candidates seeking admission to the course will have to abide by the campus rules and regulations issued from time to time. The campus rules now in force in the institutions under IHRD are reproduced below:

- a) All students shall wear, the prescribed dress for Theory and Practical sessions as the case may be.
- b) Use of motorized, vehicles by the students inside the campus is-. strictly prohibited. In any case, no personal conveyance other than bicycle will be allowed within the campus
- c) The students are strictly prohibited from bringing mobile phones inside the college campus
- d) Smoking is strictly prohibited within the campus. Students are advised to desist, from the habit of smoking altogether, as it is well known that smoking is injurious to health.
- e) As a matter of general discipline, students are prohibited from loitering or crowding on the veranda, sitting on the parapet wall, making noise in the vicinity of other classes etc.
- f) 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.
- g) Late entry to classrooms or Labs/ workshops will not be allowed,
- h) 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.
- i) Direction of the Principal and other staff in respect of academic matters and general discipline must be strictly complied with by all students.
- j) 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 subject to the approval of the University.
- k) Duty leave will be granted only for the work/activity directly connected with the institute. Hostel facilities are not available and hence the students will have to make their own arrangements for boarding and lodging.

vii) 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.

(1) SHORT TITLE AND EXTENT

- (i) The Act may be called the Kerala Prohibition of Ragging Act 1998.
- (ii) It extends to the whole of the state of Kerala.

(2) 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,
- or**
- b) asking the student to do any act or perform something which the student will not in the ordinary course willingly do.

(3) PROHIBITION OF RAGGING

Ragging within or without any educational institution is prohibited.

(4) PENALTY FOR RAGGING

Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or without, 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.

(5) 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.

(6) SUSPENSION OF STUDENT

(1) Whenever any student or, as the case may be, the parents or guardian or a teacher of a 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 in to 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.

- i) 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.
- ii) Any other details not specifically mentioned in this prospectus will be decided by the undersigned and such decisions will be final.

Thiruvananthapuram
27.5.2010

**Sd/-
DIRECTOR**