



College of Applied Science (IHRD),
(Affiliated to University of Kerala)

Managed by INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
(Established by Government of Kerala)

**Admission to the B.Sc. / B.Com with Computer Application Degree Courses
during 2010–2011**

PROSPECTUS

(Prospectus issued for previous years are not valid for 2010-11)

1. Applications are invited for admission to the BSc Degree Courses in Computer Science/Electronics conducted in the College of Applied Science, Mavelikkara (0479 2304494), College of Applied Science, Adoor (04734 224076), College of Applied Science, Kundara (Computer Science only) (0474 2580866), College of Applied Science, Dhanuvachapuram (0471 2234373) and B.Com with Computer Application in the College of Applied Science at Dhanuvachapuram, Kundara, Adoor affiliated to the University of Kerala, under the Institute of Human Resources Development, during the academic year 2010-11. The details of the courses are given below.

Name of course	Duration
(a) BSc Degree Course in Computer Science	6 Semesters
(b) BSc Degree Course in Electronics	6 Semesters
(c) B.Com with Computer Application	6 Semesters

2. ELIGIBILITY FOR ADMISSION:

B.Sc Computer Science : A pass in the Higher Secondary Examination of the state or an examination accepted by the University as equivalent to it with a)Physics & b)Mathematics/Computer Science .

B.Sc Electronics: A pass in the Higher Secondary Examination of the state or an examination accepted by the University as equivalent to it with Physics as one of the subjects.

B.Com with Computer Application: A pass in the Higher Secondary Examination of the state or an examination accepted by the University. In the case of science subjects a minimum of 45% in the qualifying examination is required.

3. SELECTION OF CANDIDATES :

Selection of Candidates for admission to the College of Applied Science, under IHRD, will be on institution-wise basis. Admission to the above College will be made on the dates notified by the University of Kerala. Admission will be purely on the basis of Score /Grade obtained for higher secondary or equivalent qualifying examination. The rank list shall be prepared on the basis of the norms prescribed by the University.

For selection, the ranking marks will be finally arrived at by taking in to account the guidelines issued by the University, such as award of weightage for NSS, NCC, Ex–service, OPH etc. and handicap marks for successive appearances in the qualifying examinations .

The Score/Grade declared by the candidates in the application will alone be considered for selection. For the purpose of selection, each College of Applied Science under IHRD will be treated as a separate unit. Selection of candidates for interview for admission will be on the basis of Score/Grade furnished by the candidates in the application form.

Once admitted, transfer from one College of Applied Science to another under IHRD will not be granted under any circumstances.

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Note:-

- a) Candidates who do not furnish the details of score as prescribed in column 17 of the application form will not be considered for admission.
 - b) Candidates should be very careful in furnishing the information, including score in the application form. The rank list will be prepared on the basis of the information furnished by the candidates in his/her application.
 - c) Attested copy of the score sheet/mark list of the qualifying examination should be attached with the application.
 - d) Attested copies of certificates such as NSS&NCC during Plus two level, Ex-service, OPH etc. if any, must be attached with the application form to avail eligible bonus mark.
4. Application form and prospectus can be obtained on cash payment of Rs.200/- up to (date as prescribed by the Kerala University) from the Principals of the concerned Colleges. This amount includes the registration fee also. (Rs. 100/- for SC/ST Candidates)

Those who require application form and prospectus by post should send a request to the concerned Colleges on or before (date as prescribed by the Kerala University) along with a Demand Draft for Rs. 230/- (Rupees Two hundred and Thirty only) drawn in favour of the Principal of concerned colleges towards the cost of application form. In the case of SC/ST candidates this fee will be Rs 130/- (One Hundred and Thirty only). DD forwarded without request and full address of candidates will not be considered. (Cost of application form and registration fee once paid will not be refunded under any circumstances.)

5. Candidates seeking admission to B.Sc / B.Com Course in the College of Applied Science under Institute of Human Resources Development as stated above should submit the application to the Principal of the college and the branch will be allotted based on the ranking marks computed as per clauses in para 3 and choice of the candidates expressed at the time of interview/counseling.
- 6 An attested copy of the mark list/score sheet of the qualifying examination should be attached along with the application. Originals of the documents to prove educational qualification, date of birth, community etc, should be produced only at the time of interview/counseling.
- 7 Application forms for admission to BSc/B.Com Degree courses under IHRD duly filled up should reach the concerned college on or before (date as prescribed by the Kerala University) The application for admission to BSc. course will not be accepted in any other associated institutions of IHRD or head quarters. Applications received later than the time specified above will not be accepted on any account.

Note:- The last dates mentioned in para 4&7 above are subject to the change in accordance with the University notification in this regard.

8. Fees details.

	BSc	B.Com
1. Admission fee (<i>Payable at the time of admission</i>)	Rs. 300/-	Rs. 300/-
2 Tuition fee (<i>per semester</i>) (<i>The tuition fee shall be remitted in two equal instalments of Rs. 3750/- each at the commencement of the semester and towards the middle</i>)	Rs. 7,500/-	Rs. 4000/-
3 Special fee (<i>per semester</i>) (<i>Payable at the time of admission or the day of commencement of each semester as the case may be</i>)	Rs. 1,875/-	Rs. 1000/-
4 Student amenities fee (<i>per year</i>) payable along with I, III and V Semester fee	Rs. 200/-	Rs.200/-
5 Caution deposit (<i>Payable at the time of admission & Refundable</i>)	Rs. 1,000/-	Rs. 1000/-
6 University Special fee (<i>Amount will be collected along with the odd semester fees as per the University rates</i>)		

Note:-

- 1 In addition, the students will have to remit the university affiliation, recognition, matriculation and other fees as required from time to time.
- 2 Fees once paid will not be refunded under any circumstances.

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

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9 No educational concession will be available to the students of the BSc course conducted by the IHRD except the SC/ST or OEC candidates. The SC/ST or OEC candidates are exempted from payment of prescribed fee on the condition that they will submit application for education concession from the SC Development department in the prescribed form along with supporting documents within fifteen days from the date of commencement of regular class. If they fail to do so, they have to pay the prescribed fee. The sanctioning of educational concession to the above categories of students will be subject to the government orders issued by the SC Development department from time to time.

10. The candidates shall produce the following documents at the time of interview for admission.

- (a) Originals of pass/equivalent certificates and marklist/score sheet of the qualifying examination.
- (b) Transfer Certificate & Conduct certificate.
- (c) Community certificate from Tahsildar/Village Officer, if applicable
- (d) Certificates to prove eligibility for bonus mark under NCC,NSS,Ex-Service, OPH etc., if applicable.
- (e) Eligibility certificate in the case of students who have passed the qualifying examination from educational agencies outside Kerala state.

11. The seats will be filled up based on the following formula.

- (i) 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, 10% of the total intake will be reserved for SC/ST candidates & 2% for OPH candidates. The mode of selection of these categories of students will be governed by clauses in para(3) and (5).
- (ii) The remaining seats will be filled up, based on the ranking marks computed as per clauses in para (3) and the choice of candidates expressed at the time of interview.

Note: The seats un-availed by SC/ST candidates will be filled up as per the direction of the University.

12. GENERAL INFORMATION:

- (i) Receipt of application will be duly acknowledged by 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 of the College of Applied Science, Mavelikkara, based on the information furnished in the application.
- (iii) The selection for admission will be provisional, subject to verification of original documents ascertaining eligibility by the Head of the institution. 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/counselling will be published at the college concerned. Individual memo will also be sent.
- (v) The candidates called for interview/counselling should bring the originals of all the certificates on the dates specified at their own expense. The TC, Conduct Certificate etc should be produced within a week from the date of provisional admission.
- (vi) A candidate who does not turn up for the interview/counselling 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.
- (vii) The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time.

Campus Rules :

- (a) All students shall wear, the prescribed uniform dress for theory and practical sessions as the case may be.
- (b) Use of motorized vehicles and mobile phones 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) 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.
- (d) As a matter of general discipline, students are prohibited from loitering or crowding on the verandah, sitting on the parapet wall, making noise in the vicinity of other classes etc

- (e) Students are requested to co-operate to maintain the building and the campus clean and spotless as well as to keep the furniture, laboratory equipments and other institutional properties without loss or damage. This is the collective responsibility of the students.
- (f) Late entry to class rooms/Lab/Work shop will not be allowed.
- (g) The identity card issued by the institute must be prominently displayed only the chest by each student. Mere possession of the card is not enough.
- (h) Direction of the Principal and other staff in respect of academic matters and general discipline must be strictly complied with by all students.
- (i) Leave of absence will be granted only on medical ground. However, such leave will be considered only for the purpose of granting condonation of shortage of attendance.
- (j) Duty leave will be granted only for the work/activity directly connected with the institute.
- (k) Hostel facilities are not available and hence the students will have to make their own arrangements for boarding and lodging.

RAGGING ACT. 1998

RAGGING IS A CONGNISIBLE OFFENCE AND PUNISHABLE UNDER PROVISION OF KERALA PROHIBITION OF RAGGING ACT. 1998. The College 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 rise apprehension or fear or shame or embarrassment to a student in any educational institution and includes:-

- a) Teasing, abusing of paying practical jokes on or causing hurt to such a student.
- b) Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

3) Prohibition of ragging

Ragging within or outside any educational institution is prohibited.

4) Penalty for ragging.

Whoever directly or indirectly commits, participates in a bets or propagates ragging within, or outside, any educational institution, shall on conviction, be punished with imprisonment for term which may extend to Rs.10,000/-.

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 3 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 an educational institution complaints, in writing, of ragging to the head of the Educational institution, the Head of that institution shall, without prejudice to the forgoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima-facie, it is founded 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 education 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 to the complainant.

Date: 01/06/2010

PRINCIPAL