



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

**Admission to Degree Courses in BSc.Electronics/B.A.English with Journalism
and B.Com with Computer Application**

2010-11

in
MODEL COLLEGE

MADIKAI.P.O ,NILESHWARAM-671314
(Affiliated to Kannur University)

PROSPECTUS

Admission to Degree Courses in BSc.Electronics/B.A.English with Journalism and B.Com with Computer Application for the academic year 2010-11 in the Colleges of Applied Science under IHRD , affiliated to Kannur University

The Institute of Human Resources development is an autonomous Educational Institution established by the Govt.of Kerala . The institution has already established and has been managing various Educational Institutions all over Kerala including Engineering Colleges , Model Polytechnic Colleges , Colleges of Applied Science , Technical Higher Secondary Schools , Study Centres , Regional Centres and Model Finishing Schools. IHRD is dedicated to scientific advancement, technological progress and economic growth of the country through human resource development.

1. COURSES AND DURATION

Applications are invited for admission to the following Degree Courses under Choice Based Credit and Semester System in the Colleges of Applied Sciences under IHRD which are affiliated to Kannur University. All these Courses are conducted in the Language reduced Pattern(LRP). (Common course in the first and second semesters only)

S.No.	Name of Programme Core subject	Common Course	Complimentary subject	Duration
1	BSc.Degree Course in Electronics	English/Hindi Malayalam	Computer Science Mathematics	Six semesters
2	B.A.English Literature	English/Hindi Malayalam	Journalism History	Six semesters
3	B.Com	English/Hindi Malayalam	Computer Application	Six semesters

2. COURSES WITH INTAKE

S.No.	Name of College	Annual intake		
		BSc. Electronics	B.A .English	BCom.
1	Model College , Madikai,Nileshwaram	25	30	40

In addition to this ,10% of the annual intake in each course in all the colleges under IHRD will also be allotted under “ Fee waiver Scheme” from among the candidates applied for admission to the respective colleges.

3. ELIGIBILITY FOR ADMISSION

a) BSc. Electronics

Candidate with a pass in the Higher Secondary Examination conducted by Board of Public Examination Kerala or any other examination accepted as equivalent there to with Mathematics, Physics and Chemistry as optional subjects are eligible for the admission.

b) B.A. English with Journalism

Candidate with a pass in the Higher Secondary Examination conducted by Board of Public Examination Kerala or any other examination accepted as equivalent there to are eligible for the admission.

c) B.Com with Computer Application

Candidate with a pass in the Higher Secondary Examination conducted by Board of Public Examination Kerala or any other examination accepted as equivalent there to are eligible for the admission. The student who studied Humanities/Science at Higher secondary level should have 45% marks for getting admission to the course.

4. SELECTION OF CANDIDATES

- (i) Admission should be made purely on the basis of marks/grade obtained for Higher Secondary or equivalent qualifying examination with reservation principles as mentioned in para (ii) below
 - (a) For Selection to BSc. Electronics the ranking marks shall be derived by adding The percentage of individual marks of Physics and Mathematics to the percentage of the total marks obtained by the applicant
 - (b) For selection to BA English with journalism the ranking marks shall be derived by adding the percentage of individual marks of English to the percentage of the total marks obtained by the applicant
 - (c) For selection to BCom with Computer Application Course the ranking marks shall be derived by adding the weightage of maximum 75 marks (25 marks for each commerce subjects studied) to the total marks obtained by the applicant in qualifying examination.
- (ii) For selection the ranking marks will be finally arrived at also by taking into account the guidelines issued by the university (such as weightage to Ex-service personnel's NCC, NSS, Physically handicapped etc)
- (iii) The marks declared by the candidates in the application form will be alone be considered for selection. If the maximum marks for the subject of the qualifying examination is above 100 ,the candidate shall convert the marks obtained to out of 100.
- (iv) For the purpose of selection, each college of Applied Science under IHRD will be treated as a separate unit.
- (v) Once admitted, transfer from one college of Applied Science to another under IHRD will not be granted under any circumstances.
- (vi) Selection of candidates for interview for admission will be on the basis of information including that of marks furnished by the candidates in the application form

Note :

1. Candidates who do not furnish the details as prescribed in column 18 of the application form will be summarily rejected
2. The selection of candidate 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 marks in the application form
3. Copy of the mark list of the qualifying examination should be attached with the application form.
4. Cost of application form and registration fee once paid will not be refunded under any circumstances.
5. Application form and Prospectus can be obtained on cash of Rs.200/(Rs.100/- for SC/ST students) upto **25.05.2010** from the Special Officer , Model College , Madikai.P.O ,Nileshwaram-671314 . The college is situated at Madikai about 8 km from Nileshwaram and 12 km from Kanhangad the application can also be downloaded from the IHRD website www.ihrdkerala.org or www.ihrd.ac.in . in such case the filled in application should be accompanied by a DD for Rs200/-(Rs.100/- for SC/ST) along with the application in favour of the Special Officer payable at Nileshwaram.
6. Candidates seeking admission to BSc./B.A/BCom Course under IHRD as stated above should submit the application form to the Special Officer of the College in which admission is desired . The branch will be allotted based on the ranking mark computed as per clause 4(i) & (ii) and choice of candidate expressed at the time of interview .
7. (i) A copy of the mark list of the qualifying examination should be attached with the application form. Original 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. /B.Com/B.A Course under IHRD ,duly filled up should reach the Special Officer , Model College , Madikai.P.O , Nileshwaram-671314 where the candidates are seeking admission on or before **25.05.2010**. The application for admission to the College of Applied Science will not be accepted in the IHRD , Thiruvananthapuram. applications received later than the time specified by the University/Govt. will not be accepted under any circumstances.
8. The last date mentioned at para 5 &7 above will be subjected to changes according to university notifications in this regard.

8.FEES

Fees will be charged as follows:

S.No.	Item	BSc.	B.A	BCom
1	Admission fee (Payable at the time of admission)	Rs. 300/-	Rs. 300/	Rs. 300/-
2	Tution fee per Semester	Rs.7500/-	Rs.4000/-	Rs.4000/-
3	Student amenities fee per Year	Rs. 300/-	Rs. 300/-	Rs. 300/-
4	Caution deposit (payable at the time of admission) Refundable	Rs.1000/-	Rs.1000/	Rs.1000/-
5.	Internet fee per year	Rs. 100/-	Rs. 100/	Rs. 100/-
6.	Identity card	Rs. 50/-	Rs. 50/-	Rs. 50/-

Note :

1. In addition the students will have to remit the University affiliation and other fees as required by the University from time time.
2. **REFUIND OF FEES** Fees once paid will not be refunded under any circumstances.
3. A student who discontinues his studies after the closure of the admission will have to remit fee upto the semester in which he/she last attended.

9. No educational concession will be available to the students of BSc/B.A/BCom course conducted by the IHRD except for SC/ST/OEC students. They are exempted from payment of prescribed fee on condition that they will submit application for educational concession from the concerned development department, in the prescribed form along with supporting documents within 15 days from the date of commencement of regular class. If they fail to do so, they should pay the prescribed fee.

10. FEE WAIVER SCHEME

As per guidelines issued by the Govt. IHRD has introduced "Fee Waiver Scheme" in all colleges of Applied Science by providing 10% additional seats in each course of study. Under this scheme the selected students are exempted from payment of tuition fees and the students are selected from the following category in the ratio 2:3:1

- a) Meritorious women students
- b) Meritorious and economically backward student with family income below 4.5 lakh
- c) Meritorious physically disabled students (with 40% disability)

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

- i) Original of certificate and marklist of the qualifying examination
- ii) Community certificate if applicable
- iii) A declaration of preference of branch of study

12. The seats will be filled up on the following formula

- (i) For BSc. Electronics 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 10 % of the total intake will be reserved for SC/ST candidates. The mode of selection of these category of students will be governed by clauses in paras 4 & 6
- (ii) One seat of each course reserved for Scheduled Tribe students of the Union Territory of Lakshadweep.

Note:

- (i) The seats unavailed by SC candidate will go to ST candidates and vice versa.
- (ii) The seats unavailed by SC and ST candidates will go to OEC/OBC candidates based on merit
- (iii) If any seats reserved as above remain unfilled the same will go to open merit.
- (iv) The remaining seats will be filled up based on the ranking marks computed as per clauses in para 4 and the choice of candidates expressed at the time of interview.

13. GENERAL

- (i) Receipt of application will be 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 candidate will be made by the Principal /Special Officer of The College of Applied Science where the applicant has applied for admission based on the information furnished in the application form
- (iii) The selection for admission will be provisional subject to verification of original documents and eligibility by the head of the Institution. If on verification any

information given in the application form is found to be false ,the candidate will forfeit his/her claim for admission.

- (iv) The list of candidate called for interview will be published at the colleges concerned. Individual memo also will be sent.
- (v) The candidates called for interview should bring the originals of all certificates on the dates specified at their own expenses. The T.C, Conduct Certificate Etc. should be produced within a week from the date of provisional admission.
- (vi) A candidate who does not turn up for 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 he is not able to attend the interview on genuine grounds, the parent/guardian or any authorized person can act as 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. 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 and mobile phones by students inside the campus is strictly prohibited. In any case, no personal conveyance other than bicycle will be allowed within the campus.
 - c) Smoking and using intoxicants are strictly prohibited. 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 veranda,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 equipment and other institute properties without loss or damage. This is a collective responsibility of the students.
 - f) Late entry to class rooms or lab/workshop will not be allowed.
 - g) 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.
 - h) Direction of the Special Officer/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 grounds. 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.

- I) **RAGGING IS A COGNISABLE OFFENCE AND PUNISHABLE UNDER PROVISION 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.

(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 embarrassment to a student in any educational institution and includes

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

(3) Prohibition of Ragging

Ragging within or without of 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 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 an educational institution complaints ,in writing ,or ragging to the Head of the 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 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 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 Prohibition of Ragging Act 1998 will be available in the Institution for Reference

- (m) The applicant as his/her parent /guardian is required to furnish a declaration on the awareness of the provision of the Act in the Application form
- (n) Any other details not specifically covered by this prospectus will be decided by the undersigned and such decisions shall be final