



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

**Admission to Post Graduate Programmes**  
**(M.Sc. Electronics & Computer Science, M. Com Finance & Taxation)**  
**in the Colleges of Applied Sciences managed by IHRD**  
**and affiliated to Mahatma Gandhi University during 2020-21**  
**(Online Applications to be submitted through the website: <http://ihrd.kerala.gov.in/cascap>)**

**PROSPECTUS**

**2020- 21**

College of Applied Sciences, Mallappally  
College of Applied Sciences, Peerumade  
College of Applied Sciences, Puthuppally  
College of Applied Sciences, Thodupuzha  
College of Applied Science, Kattappana  
College of Applied Science, Marayoor  
College of Applied Science, Konni

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

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

*(Established by Government of Kerala)*

**Admission to Post Graduate Degree Programmes (MSc Computer Science , Electronics  
And M.Com Finance & Taxation in the seats to be filled up by Colleges of Applied Sciences Managed by  
IHRD and affiliated to Mahatma Gandhi University, during 2020-21  
(Online Applications to be submitted through the website: <http://ihrd.kerala.gov.in/cascap>)**

The Institute of Human Resources Development (IHRD) is a Government of Kerala undertaking established mainly for the development of manpower in the field of Electronics, Computers, Information Technology and allied areas. With a view to provide advanced skills in the above fields, the Institute offers Post Graduate courses {M.Sc Computer Science/ Electronics and M.Com Finance &Taxation) in Applied Science Colleges during the academic year 2020-21. The above courses are semester courses spread over a period of 2 years under M.G. University. The scheme & syllabus for the courses will be as followed in the M. G. University.

**1. COLLEGE, COURSE & ANNUAL INTAKE**

College	Course	Seats filled by		Total seats
		CAP	college	
1. College of Applied Science, Near Cout Complex, Muttom P O, Thodupuzha, Idukki Dist. Phone:04862 257447, 8547005047 <a href="mailto:casthodupuzha@ihrd.ac.in">casthodupuzha@ihrd.ac.in</a> Web Site: casthodupuzha.ihrd.ac.in	1. M Sc Computer Science	15	15	30
	2. M Sc Electronics	15	15	30
2. College of Applied Science, Peakuzhiyil Building, Mallappally West P O, Pathanamthitta Dist. Phone: 0469 2681426, 8547005033 <a href="mailto:casmallappally@ihrd.ac.in">casmallappally@ihrd.ac.in</a>	1. M Sc Electronics	15	15	30
3. College of Applied Science, Payyappady P O,Puthuppally, Kottayam, Phone : 0481 2351228, 8547005040 <a href="mailto:caspayyappady@ihrd.ac.in">caspayyappady@ihrd.ac.in</a>	1. M Sc Computer Science	15	15	30
	2. M Sc Electronics	15	15	30
4. College of Applied Science, PWD Rest House Campus, Kuttikkanam PO, Peerumade, Idukki Dist. Phone: 04869-232373, 8547005041 <a href="mailto:caspeermade@ihrd.ac.in">caspeermade@ihrd.ac.in</a>	1. M Sc Computer Science	10	10	20
	2. M.Com Finance & Taxation	10	10	20
5. College of Applied Science, 5 <sup>th</sup> Floor KSHB Shopping Complex,Kattappana, Idukki-685508, 04868-250160, 8547005053 E Mail: <a href="mailto:caskattappana@ihrd.ac.in">caskattappana@ihrd.ac.in</a>	1. M Sc Computer Science	15	15	30
6. College of Applied Science, Anchu Nadu, PIUS Nagar P.O,Via Marayoor, Idukki – 685620, 04865-253010, 8547005072 EMail: <a href="mailto:casmarayoor@ihrd.ac.in">casmarayoor@ihrd.ac.in</a>	1. M Sc Computer Science	6	6	12
7. College of Applied Science, Elimullumplackal P. O, Konni , Pathanamthitta– 689692 , 04682-2382280, 8547005074 EMail: <a href="mailto:caskonni@ihrd.ac.in">caskonni@ihrd.ac.in</a> , <a href="mailto:caskni.ihrd@gmail.com">caskni.ihrd@gmail.com</a> , <a href="http://caskonni.ihrd.ac.in">caskonni.ihrd.ac.in</a>	1. M.Com Finance & Taxation	10	10	20

- Note: 1. 50% of the sanctioned strength in each course that includes all the seats for statutory reservations for SC/ST/SEBC/EWS etc. will be filled by University based on the options exercised by the student through Centralized Allotment Process (CAP) 2020-21. Please refer University website for more information.
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

The candidate must have all eligibility conditions as prescribed by the University to join the course.

- 2.1 Academic eligibility should be satisfied as on the last date for submission of academic data. No candidate shall be admitted to the PG degree programme unless he or she possesses qualification and minimum requirement thereof.
- 2.2 If an applicant for admission is found to have indulged in ragging in the past or if it is noticed latter, admission shall be denied or he/she shall be expelled from the educational institution.
- 2.3 (1) Candidates should have passed the corresponding degree examination under the 10 +2+3 pattern with one core/main subject and two complementary / subsidiaries subjects from any of the universities in Kerala or any other universities recognized by Mahatma Gandhi University as equivalent there to for admission, subject to the stipulation regarding marks.

OR

(2) Candidates who have passed degree examination with double or triple main subject + or candidates who have passed the degree examination in vocational or specialized programmes are also eligible for admission. However, they have to submit copy of the equivalency/Eligibility certificates from Mahatma Gandhi University, stating that, their qualifying examination is recognized for seeking admission to the relevant PG Degree course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

Course & Code	ELIGIBILITY FOR M Sc COMPUTER SCIENCE ,ELECTRONICS AND M.Com FINANCE & TAXATION		
	<b><u>CBCSS Pattern 2009</u></b>	<b><u>CBCSS Pattern 2013</u></b>	<b><u>Pre CBCSS Pattern</u></b>
1. MSc Computer Science (MSc-CS)	Graduation in Computer Application (BCA) or B Sc Degree with Mathematics/ Computer Science /Electronics/IT as one of the subjects with not less than CGPA of 2.00 out of 4 in Core Group (Core + Complementary + Open Courses).	Graduation in Computer Application (BCA) or B Sc Degree with Mathematics/ Computer Science /Electronics/IT as one of the subjects with not less than CCPA of 5.00 out of 10.00 in Core Group (Core + Complementary + Open Courses).	Graduation in Computer Application (BCA) or B.Sc. degree with Mathematics/Computer Science /Electronics /IT as one of the subjects with not less than 50% marks in part III subjects in Part III (Main/Core + subsidiaries / Complementaries).
OR B Tech in Computer Science.			
Note: A weightage of 20% marks scored by the candidate in Part III Core/Main shall be added to the total of Part III for those who have studied Computer Science /Computer Application/ Electronics as Core/Main after standardizing the marks secured for the same to 600.			
	<b><u>CBCSS Pattern 2009</u></b>	<b><u>CBCSS Pattern 2013</u></b>	<b><u>Pre CBCSS Pattern</u></b>
2. MSc Electronics (MSc-EL)	Graduation in Physics / Instrumentation/ Electronics / Electronics with Computer Maintenance /Computer Science / Computer Application / Physics (Electronic Equipment Maintenance)/ Computer Maintenance and Electronics/ BCA with not less than CGPA	Graduation in Physics / Instrumentation/ Electronics / Electronics with Computer Maintenance / Computer Science / Computer Application / Physics (Electronic Equipment Maintenance)/ Computer Maintenance and Electronics/ BCA with not	Graduation in Physics / Instrumentation/ Electronics / Electronics with Computer Maintenance / Computer Science / Computer Application / Physics (Electronic Equipment Maintenance)/ Computer Maintenance and Electronics/ BCA with not less than 50% marks in part III (Main/Core +

	of 2.00 out of 4 in the Core Group (Core + Complementary + Open Courses)	less than CCPA of 5.00 out of 10.00 in the Core Group (Core + Complementary + Open Courses)	subsidiaries / Complementary).
Note: A weightage of 10% marks scored by the candidate in Part III Core/Main shall be added to the total of Part III core/main for those candidate who have studied B Sc Electronics/ Electronics with computer hardware degrees after standardizing the marks secured for the same to 600.			
3.M.Com Finance & Taxation	Graduation in Commerce /BBA/BBM with not less than CGPA of 1.80 out of 4 in the Core Group (Core + Complementary + Open Courses).	Graduation in Commerce /BBA/BBM with not less than CCPA of 4.5 out of 10 in the Core Group (Core + Complementary + Open Courses)	Graduation in Commerce /BBA/BBM with not less than 45% marks in the Part III (Main/Core + subsidiaries/ Complementary).

## 2.4 CALCULATION OF INDEX MARKS

Index mark is calculated after adding / deducting the weightage / bonus marks / handicap marks if any.

Course & Code	Calculation of Index Mark		
	<b>CBCSS Pattern 2009</b>	<b>CBCSS Pattern 2013/2017</b>	<b>Pre CBCSS Pattern</b>
MSc Computer Science (MSc-CS) & MSc Electronics (MSc-EL)	<p>CGPA secured for Part III Core +Complementary courses is taken into account for the calculation of index marks as stated below:-  <math>\{[CGPA(\text{Core courses}) \times \text{total credit of core courses}] + [CGPA \text{ of complementary course I} \times \text{total credit for complementary courses I}] + [CGPA \text{ of complementary course II} \times \text{total credit for complementary courses II}]\}</math>  / (total credit for core courses + total credit for complementary courses) ---  ---(A)  (A) X 250------(B)</p> <p>(i.e., marks out of 1000 for Core plus complementary)</p> <p><math>\{CGPA(\text{Core courses}) \times \text{total credit of core courses}\} \times 6 \times 25 - (C)</math>  Total credit for core courses (i.e., marks of Part III Core Standardized to 600)  The marks thus arrived at is standardized to 1000 i.e.,  <math>\{(B) + (C)\} \times 1000</math> ------(D)  1600  Index mark = D + weightage + bonus marks - handicap marks, if any</p>	<p>CCPA secured for Part III Core +Complementary courses is taken into account for the calculation of index marks as stated below:-  <math>\{[CCPA(\text{Core courses}) \times \text{total credit of core courses}] + [CCPA \text{ of complementary course I} \times \text{total credit for complementary courses I}] + [CCPA \text{ of complementary course II} \times \text{total credit for complementary courses II}]\}</math>  / (total credit for core courses + total credit for complementary courses) ---  ---(A)  (A) X 100------(B)</p> <p>(i.e., marks out of 1000 for Core plus complementary)</p> <p><math>\{CCPA(\text{Core courses}) \times \text{total credit of core courses}\} \times 6 \times 10 - (C)</math>  Total credit for core courses (i.e., marks of Part III Core Standardized to 600)  The marks thus arrived at is standardized to 1000 i.e.,  <math>\{(B) + (C)\} \times 1000</math> ------(D)  1600  Index mark = D + weightage + bonus marks - handicap marks, if any</p>	<p>a) Marks secured for part III Main + subsidiary for Model I and marks secured for Core + Complementary + Vocational for Model II (standardized to 1000) -----  ----- (A)  b) Marks Secured for Part III main (Model I)/Core papers (Model II) out of 600------(B)  c) The marks thus arrived at is standardized to 1000------(C)  Index Mark = C + (weightage + bonus marks, if any) - (handicap marks if any)</p>

<b>For Graduates who have passed B Com Model I Programme</b>			
M.Com ( Finance & Taxation )	CGPA secured for Core course X total credit of core course + CGPA (Complementary course) X total credit of complementary course / (total credit for core course + total credit for complementary course) (A) Ax25 = percentage of marks (B) Bx10 = marks out of 1000 (C) Index mark = C + weightage + bonus marks – handicap marks, if any	(Complementary course) X total credit of complementary course / (total credit for core course + total credit for complementary course) (A) Ax25 = percentage of marks (B) Bx10 = marks out of 1000 (C) Index mark = C + weightage + bonus marks – handicap marks, if any CCPA secured for Core course X total credit of core course + CCPA (Complementary course) X total credit of complementary course / (total credit for core course + total credit for complementary course) (A) Ax10 = percentage of marks (B) Bx10 = marks out of 1000 (C) Index mark = C + weightage + bonus marks – handicap marks, if any	Marks secured for part III Main Papers is converted into 1000. Index mark is calculated after adding /deducting weightage/bonus/handicap marks, if any
	<b>For Graduates who have passed B Com Model II /Model III /BBA/BBM</b>		
	CGPA secured for part III core courses is converted into percentage marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	CCPA secured for part III core courses is converted into percentage marks by multiplying the same by 10. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	In the case of candidates who have passed B Com Model II, marks secured for part III Core Papers is converted into 1000. In the case of candidates who have passed BBA total marks obtained excluding the marks of English, Social Project, Management Project, Viva shall be converted to 1000 and in the case of candidates who have passed BBM total marks obtained excluding the marks of English, Industrial training and Project report and Comprehensive Viva Voce shall be converted to 1000. Index mark is calculated after adding /deducting weightage/bonus/handicap marks, if any

**Note:**

- a**
1. Candidates whose degree is accepted as equivalent there to by the M. G. Universities alone are eligible to apply.
  2. No rounding of marks to the nearest whole number shall be done.
  3. Relaxation in marks in the qualifying examination for SC, ST, SEBC, OEC and persons with disability categories should be given as per University rules and regulations.
  4. 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.
  5. Minimum requirements for admission to PG programmes will be as specified by the MG University. Any change in rules, if specified by the University later will be applicable for admission as per this prospectus.
- b.**
1. The candidate should be a citizen of India.
  2. There will be no restriction with regard to age for admission

**3. SELECTION PROCEDURE**

- 3.1.** Selection of candidates for admission to Colleges of Applied Science under IHRD will be on institution-wise. Admission shall be made purely on the basis of the marks obtained by the candidates for the qualifying examination. The ranking marks shall be arrived at as follows:

**3.2. PREPARATION OF RANK LIST:**

Under Pre - CBCSS pattern, the rank list of P.G degree programmes will be prepared on the basis of the marks obtained in the qualifying examination in part III subjects unless otherwise mentioned, standardized to 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any.

Under CBCSS (2009) and CBCSS (2013/2017) pattern, the CGPA secured for Part III Core group (Core + Complementary courses) unless otherwise mentioned shall be converted into marks out of 1000. The index mark is arrived at after adding /deducting weightage/bonus marks/handicap marks, if any.

**Note:** Rank list should be prepared as per University rules and regulations.

**3.3 Bonus Marks:** The Bonus marks will be awarded as follows:

1. Bonus mark of 10 shall be awarded to 'B' and 'C' certificate holders in proof of their high proficiency. For NCC candidate the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the directorate provided by the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programs. The Claim of these candidates who have participated in NCC/NSS activities prior to the University level programme i.e. Higher Secondary / Plus Two /Vocational Higher Secondary etc will not be taken into account for awarding bonus marks.
  2. Bonus mark of 5 shall be awarded to NSS certificate holders. In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately preceding the P.G programs for which admission sought.
  3. A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-service men seeking admission to the P.G. Programs. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained not earlier than six months from the last date of submission of application from the military authorities or state/Zilla Sainik Welfare Officer to the effect that the applicant is the son/daughter of ex service man or an ex service man himself/herself.
  4. **The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC.**
  5. Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks.
  6. Deductions: Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below:
    - a. Handicap mark of 5 will be deducted from the total rank marks for each additional appearance he/she has taken for completing the qualifying examination. Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.
    - b. Wherever letter grades are given for the qualifying examination, the candidate should produce the relevant document so that the grades can be converted into actual marks. In the case of grades where marks range is given, the mid value will be taken for computation of index marks. Selection of candidates for interview for admission will be on the basis of the information furnished by the candidates in the application form. A copy of the mark list & degree certificate of the qualifying examination duly attested by a gazetted officer should be attached with the application form. Candidates who do not furnish the above documents along with the application form will not be considered for selection.
- 3.4** The candidates shall produce the following documents at the time of interview for admission.
- a. SSLC/Equivalent certificate to prove date of birth
  - b. Originals of certificates and mark list of the qualifying examination.
  - c. Community/income Certificates, if applicable
  - d. Transfer Certificate
  - e. Conduct Certificate
  - f. Two passport size photographs
  - g. Printout of online Application Submitted
- 4. Reservation:** All the statutory reservation seats available will be filled up by the University through the CAP. (For more information please refer the prospectus for CAP 2020-21 of the Mahatma Gandhi University)

## 5. HOW TO APPLY

### 5.1 On-line Registration of Application

**Registration for admission to various Post graduate courses in Colleges of Applied Science against IHRD/College quota seats is to be completed online through the website of IHRD <http://ihrd.kerala.gov.in/cascap>. strictly following the time schedule prescribed by the University. The print out of the online application completed along with the details of the remittance of required registration fee and**

**the other documents are to be kept by the candidate and submitted to the Principal of the college concerned at the time of admission or on demand from the college where he/she desires to secure admission.. 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 500/- (Rs.200/- for SC/ST candidates). Application Registration fee should be paid in the bank account of respective Colleges of Applied Science given in para 6.3 below through the online bank transaction in favour of the Principal of the Colleges of Applied Science 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 kept by the candidate him/herself and produced before the Principal of Colleges of Applied Science concerned at the time of admission or on demand from the college for verification (Please see para 1, for the communication addresses of the Colleges of Applied Science) . 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 the documents of remittance of registration fee will be summarily rejected.

In the situation of exigency,(in unavoidable circumstances only), application form and prospectus can be downloaded from the IHRD website [www.ihrd.ac.in](http://www.ihrd.ac.in). and the filled in application should be submitted to the Principal of the College of Applied Science,(where the candidate desires to secure admission) along with the remittance details of Registration fee either by online mode or offline method ( Cash) in the respective institutional accounts given below in clause 6.3 up to the last date specified by the University. If the filled in application is sent to the concerned Principal by post it should be accompanied by the remittance details of the registration fee or DD for registration fee drawn in favour of the principal's of concerned institutions.

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 MG University..

\*The last date of receipt of application is subject to change as per the University notification in this regard.

**Note: The registration fee once paid will not be refunded under any circumstances.**

## 6. FEES

### 6.1 Details of fees for each semester of M. Sc/M.Com is given below:

Sl.	Fees details (per Semester)	For M. Sc Course	For M.Com Courses
1.	Admission fee	Rs. 1,000/-	Rs. 1,000/-
2.	Tuition fee	Rs. 19,000/-	Rs. 16000/-
3.	Student amenities fee (including lab/library/internet etc.)	Rs. 1,500/-	Rs. 750/-
4.	Caution deposit(Refundable)	Rs. 1,000/-	Rs. 1,000/-
	Total	Rs. 22,500/-	Rs. 18,750/-

## 6.2 Fee remittance schedule:

FEE Remittance Schedule for First Semester	For M. Sc course	For M.Com Courses
A. First Installment fee for First Semester including caution deposit: (to be paid at the time of admission)	13,000/-	10,000/-
B. Second Installment fee for first Semester: (to be paid during 3 <sup>rd</sup> month of admission)	9,500/-	8,750/-
C. Fee for other semesters	20,500/-	16,750/-

- Note**
- In addition, the student will have to remit all the fees required by the University from time to time.
  - The PTA fee as recommended by the College concerned has to be remitted at the time of admission.

**All other semesters the fee should be remitted in a single installment**

## 6.3 Bank Details of various colleges

Serial No.	College	Account No	IFSC	BANK, Branch
01	CAS Mallappally	57030439449	SBIN0070087	SBI,Mallappally
02	CAS Peermade	57061292160	SBIN0070109	SBI,Peermade
03	CAS Puthuppally	67368861001	SBIN0070122	SBI Puthuppally
04	CAS Thodupuzha	57069620025	SBIN0070441	SBI,Muttom
05	CAS Kattappana	67082766674	SBIN0070698	SBI,Kattapana
06	CAS Marayoor	67118552191	SBIN0008644	SBI,Marayoor
07	CAS Konni	67116424161	SBIN0070062	SBI,Konni*

**\* Candidates should pay the registration fee into the account of the respective institution by using the online payment facility.**

## 6.4 Fee concession/Caution Deposit details

- All students are required to pay Caution Deposit irrelevant of category including SC/ST/OEC candidates.
- 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. 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.
- All students including those eligible for any type of Educational Concession from various Departments/Welfare Agencies, except the SC/ST/OEC Category or any other category directed by the Government, 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

- Any student who gets admission to PG 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 PG admission 2020-21 by the University. Fee for the candidates getting admission in any of the



College of Applied Science, managed by IHRD prior to the date of closing of admission 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 PG 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 7a, b & c given above is applicable for all students admitted, including those admitted through Centralized Admission Process of University.

## 8. GENERAL

1. 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.
2. Selection of candidates will be made by the Principals concerned, based on the information furnished in the application.
3. The selection for admission will be provisional subject to verification any information given in the application is found to be false; the candidate will forfeit his/her claim for admission.
4. The list of candidates called for interview will be published in the institution. **Selection memo will be send by e mail only. Hence providing valid e mail id and a contact telephone number is mandatory. However, if a student wish to get memo by post, he/she must attach a separate request to the principal along with the application form.**
5. The candidates called for interview should bring the originals of all the Certificates on the dates specified at their own expense.
6. 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 the interview on genuine grounds, the parent/guardian or any authorized person can act as a proxy at the risk of the candidate.
7. The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time.
8. The applicants as his/her parent/guardian are required to furnish declaration on the awareness of the provisions of the act in the application form.
9. Any other details not specifically covered by this prospectus will be decided by the undersigned and such decisions will be final.
10. Cell phone will not be permitted in the college premises. Use of mobile phones, performance of cinematic dance and fashion shows etc. are strictly banned in the campus.
11. 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.

## 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.

### 1) 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

### 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 included:-

- 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 such 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 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 education 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**

- 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.

**7) Copy of the prohibition of Ragging Act 1998 will be available in the institution for reference.**

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

Thiruvananthapuram  
18.09.2020

Sd/-  
DIRECTOR