



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

**Admission to B.Com Model I Finance and Taxation course in
College of Applied Science, Puthuppally, Kottayam, managed
by IHRD and affiliated to Mahatma Gandhi University,
Kottayam during 2020-21**

(Online applications to be submitted through the website: <http://ihrd.kerala.gov.in/casap>)



**College of Applied Science, Puthuppally,
Kottayam**

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

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Admission to Under Graduate Programme B.Com Model I Finance and Taxation in the College of Applied Science, Puthuppally managed by IHRD and affiliated to Mahatma Gandhi University Kottayam (CBCS scheme) during 2020- 21 (Online application to be submitted through the website:<http://ihrd.kerala.gov.in/cascap>)

The Institute of Human Resources Development (IHRD) is a Govt. of Kerala undertaking.. Online Applications are invited for admission to the B.Com Model I Finance and Taxation course newly sanctioned in the College of Applied Science under the institute with affiliation to Mahatma Gandhi University during the academic year 2020-2021. The details of the course are furnished below.

1. COLLEGE, COURSE & ANNUAL INTAKE

College	Course	Seats filled by		Total Seats
		University	College	
College of Applied Science Puthuppally, Payyappady P O, Kottayam -686034 0481-2351631, 2351228, 8547005040 EMail: caspayyappady@ihrd.ac.in	B.Com Model I Finance and Taxation	20	20	40

Note:1. 50% of the sanctioned strength that includes the seats reserved for SC/ST/SEBC/EWS will be filled up in the course by the University based on the options exercised by the student through **Centralized Allotment Process 2020-21**.

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.
3. In any matters of contest or doubt about the eligibility/selection/assessment of merit of the applicant University rules prevailing from time to time will be final and binding.
- 4 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.
- 5 The second language offered for the course, if any, will be Malayalam and Hindi only.

2. ELIGIBILITY FOR ADMISSION

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

Course	Eligibility for Admission	Calculation of Index Mark
Bcom Model I (Finance & Taxation)	Admission to the B.Com Degree Programmes shall be open only to candidates who have passed the Plus Two or equivalent examination recognized by this University with Book-Keeping and Accountancy and any two of the following subjects, viz., (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/ Computer applications (9) Informatics Practice & Management, (10) Informatics Practice, (11) Management, (12) Accountancy as optional under Part III of the Examinations OR Have passed Plus Two or equivalent examination recognized by this University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.	Marks obtained in part III optional at plus two / equivalent examination less handicap marks plus weightage of 50 marks in each of the three subject of Commerce combination subject to a maximum of 150 marks plus bonus marks if any. The optional subjects concerned under part III will be commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-Keeping and Accountancy, Economics Life Insurance and salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Computer Science / Computer Application, Informatics Practice, Management and Informatics Practice & Management.*

Note*.

Marks obtained for the subjects in other streams, viz, CBSE, CISCE etc shall be standardized to that of Kerala Higher Secondary i.e., 200 marks per paper (200 marks X 6=1200 i.e., total marks). Index marks shall be calculated as mentioned above, but the marks obtained for vocational subjects in VHSE/THSE, etc. are to be excluded while calculating index marks.

Handicap Mark/s shall not be deemed as marks awarded for physical/mental disability of any kind of the applicant concerned. Handicap mark is the mark deducted from the marks of an applicant on account of acquiring the eligible qualifications in subsequent chances following the regular chance in which he or she ought to have acquired the eligible qualification.

For SC/ST applicants and ST applicants of Lakshadweep, only a pass minimum is required and for SEBC and OEC applicants 3% and 5% relaxation of marks respectively are allowed.

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

3.1. Selection of Candidates will be done institution-wise. Admission to all the Colleges of Applied Science will be made as per the schedule prescribed by the University. For the purpose of selection, each College of Applied Science will be treated as a separate unit.

- 1) Admission shall be made purely on the basis of grades/ marks obtained for Higher Secondary or equivalent qualifying examination.
- 2) 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.
- 3) 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 out of 100.
- 4) 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 the relevant column of the application form will not be considered for admission.

ii) The selection of candidates 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. Incomplete applications will be rejected without any intimation.

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

iv) The bonus handicapped marks will be awarded as per the guidelines issued by the University from time to time.

3.2 Resolving of tie: The admission of the students who obtain the same index marks/points shall be decided by the following guidelines of the university.

1. The candidate who has scored higher marks in the concerned elective subject shall be placed senior in the rank list. For BCom programme Business Studies(Commerce) shall be considered as the Elective subject.
2. The candidate who has scored higher marks for Part III subjects (or the subjects other than languages, if part is not specified)taken together shall be placed senior in the rank list.
3. The candidate who has scored higher marks in Part I (English if Part is not specified) shall be placed senior in the rank list.
4. The candidate who has scored higher marks in Part II (Second Language if Part is not specified) shall be placed senior in the rank list.
5. By giving residential weightage (at District/State Levels)

6. Preference shall be given to candidates who are elder, and age difference shall be calculated in completed years only, rounding of fractions. (As candidates having difference in age less than one year happens to be admitted in the same class).

3.3 The candidate shall produce the following original documents at the time of interview for admission.

- i SSLC Book
- ii Certificates and Mark list of the qualifying examination.
- iii Community/Income Certificates, if applicable.
- iv Transfer Certificate and Conduct Certificate from the institution last attended

4.Reservation

All the statutory reservations in admission will be done by the university through the **CAP 2020**.

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>. The print out of the online application along with required registration fee and documents are to be forwarded 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 (6.3) through the online bank transaction in favour of the Principal of the Applied Science College concerned where the applicant desires for admission. Candidates can also the remit the registration fees through DD/cash in the college.

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 forwarded 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 MG University..

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

- 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 as per the University notification in this regard.

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

6. COURSE FEES

6.1 Details of fees for each semester of B.Com are given below:

Sl.	Fees details (per Semester)	B.Com Model I Finance and Taxation
1.	Admission fee (<i>At the time of admission only</i>)	Rs. 300/-
2.	Tuition fee per semester	Rs.11,250/-
3.	Student amenities fee per semester (<i>including Library/Internet fee etc.</i>)	Rs.600/-
4.	Caution deposit(<i>Refundable</i>)	Rs. 1000/-

6.2 Fee remittance schedule:

FEE Remittance Schedule for First Semester	B.Com Model I Finance and Taxation
A. First Installment fee for First Semester including caution deposit: (<i>To be paid at the time of admission</i>)	7525/-
B. Second Installment fee for first Semester: (<i>To be paid during 3rd month of admission</i>)	5625/-
C. Fee for all other Semesters	11,850/-

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

For all other semesters the fee should be remitted in a single installment

6.3 Bank Details of the college

Serial No.	College	Account No	IFSC	BANK, Branch
1	CAS Puthuppally	57008958269	SBIN0070122	SBI Puthuppally

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

After making the payment the candidates should submit the payment receipt to the college along with the printout of application.

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 and any other category as directed by the Government 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 programme 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- 21 by 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

- 8.1 Receipt of application will be acknowledged and 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 eligibility, by the Head of the Institute. If on verification any information given in the application is found to be false, the candidates will forfeit his / her claim for admission.
- 8.4 The list of candidates called for interview will be published in the institution. **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 separate request to the Principal along with the application form.**

The candidates called for interview should bring the originals of all the certificates on the dates specified at their own expense.

- 8.5 A candidates 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.
- 8.6 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 institution under IHRD are reproduced below.
- a) All students shall wear, the prescribed dress for Theory and Practical sessions as the case maybe.

- 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. Smoking is strictly prohibited within the campus.
- 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 institutional properties without loss or damage. This is a collective responsibility of the students.
- 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.

8.7 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.

8.8 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 COGNIZABLE 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; or
- b) asking the student to do any actor perform something which such student will not in the ordinary course 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 extent 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 offense 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.

(vii) Copy of the prohibition of Ragging act 1998 will be available in the institution for reference. 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.

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

Thiruvananthapuram
Date : 03.09.2020.

**Sd/-
DIRECTOR**