



# PROSPECTUS

2026-2027

## COLLEGES AFFILIATED TO UNIVERSITY OF CALICUT



Prospectus issued for previous years are not valid for 2026-27

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***Admission to UG Programme (Honours) in the  
Colleges of Applied Sciences under IHRD affiliated to  
University of Calicut during the year 2026-27***

The INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (I.H.R.D) is an institution with **Government Educational institution status** (As per order No. GO (MS)No.1508/2023/HEDN Dated 11.10.2023 and GO(MS) No.1565/2023/HEDN dated 19.10.2023) established for the development of manpower in the field of Electronics, Computer Science, Information Technology, Commerce and allied areas. With a view to provide advanced skills in the above fields, the institute offers Under Graduate Degree Honours Courses in various subjects in the following Colleges of Applied Science during the academic year 2026–2027.

**Online applications are to be submitted through the website:**

<https://admissions.ihrd.ac.in>

**Colleges**

- 1. College of Applied Science, Kozhikkode**
- 2. College of Applied Science, Thamarassery**
- 3. College of Applied Science, Nadapuram**
- 4. College of Applied Science, Vattamkulam**
- 5. College of Applied Science, Vazhakkad**
- 6. College of Applied Science, Muthuvallur**
- 7. College of Applied Science, Vadakkencherry**
- 8. College of Applied Science, Malampuzha**
- 9. College of Applied Science, Kuzhalmannam**
- 10. College of Applied Science, Attappadi**
- 11. Model College, Meenangadi**
- 12. College of Applied Science, Ayalur**
- 13. College of Applied Science, Nattika**
- 14. College of Applied Science, Chelakkara**
- 15. College of Applied Science, Kodungallur**

The scheme and syllabus for the programmes will be as followed in the University of Calicut. The details of the programmes are given below.

## Programmes

1. BSc. Computer Science Honours
2. BSc. Electronics Honours
3. BCA Honours (Bachelor of Computer Application)
4. B.Com Honours (Existing specialization Computer Application)
5. B.Com Honours ( Existing specialization Finance)
6. BA English language & Literature Honours
7. BBA (Bachelor of Business Administration) Honours
8. BSc. Artificial Intelligence Honours
9. BSc. Psychology Honours

The **Four-Year Undergraduate Programme (FYUGP)** adopts a student-centered approach, allowing students to choose their own customized study paths.

Under this framework:

- **Bachelor's Degree:** Awarded upon the successful completion of **133 credits** over a three-year period.
- **Honors Degree:** Awarded upon the successful completion of **177 credits** over a four-year period.

Students can earn credits through the following categories of courses:

### *Core Disciplines*

- **Major Courses**
- **Minor Courses**

### *General Foundation Courses*

- **Ability Enhancement Courses (AEC)**
- **Skill Enhancement Courses (SEC)**
- **Value Added Courses (VAC)**
- **Multi disciplinary Courses (MDC)**

1. Students who choose to exit after three years shall be awarded a **UG Degree** in their respective discipline(s) upon the successful completion of a minimum of 133 credits.
2. A **four-year UG Honours Degree** in the discipline(s) shall be awarded to those who complete the FYUGP with a total of 177 credits.
3. Students who aspire to pursue research as a career may opt for the **Honours with Research** stream in the fourth year.
4. Students who acquire minimum 75% and above (equivalent CGPA 7.5 and above) cumulatively in the first Six semesters are eligible to get selected to Honours with research stream in the fourth year.
5. Students who wish to complete their undergraduate programmes at an accelerated pace may do so by earning the required number of credits and fulfilling all other requirements within **N-1 semesters** (where *N* is the standard number of semesters in the programme).



# 1.COLLEGES & PROGRAMMES WITH INTAKE

| COLLEGE                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROGRAMME                                                       | SEATS ADMITTED BY THE UNIVERSITY | SEATS ADMITTED BY THE COLLEGE | TOTAL SEATS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------|-------------------------------|-------------|
| College of Applied Science, Kozhikkode,<br>Balan.K.NairRoad, Kiliyanad,<br>Kozhikkode-673001.<br>0495-2765154,2768320,8547005044<br><a href="http://www.caskozhikkode.ihrd.ac.in">www.caskozhikkode.ihrd.ac.in</a><br><a href="mailto:caskozhikkode.ihrd@gmail.com">caskozhikkode.ihrd@gmail.com</a><br><a href="mailto:caskozhikkode@ihrd.ac.in">caskozhikkode@ihrd.ac.in</a>                                                                                   | • B Sc.Computer Science Honours                                 | 18                               | 18                            | 36          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • BSc.Electronics Honours                                       | 18                               | 18                            | 36          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • B.Com Honours (Existing specialization Computer Application)  | 30                               | 30                            | 60          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • Bachelor of Computer Application Honours                      | 18                               | 18                            | 36          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • BA English Language & Literature Honours                      | 18                               | 18                            | 36          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • Bachelor of Business Administration Honours                   | 22                               | 23                            | 45          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • BSc Artificial Intelligence Honours                           | 12                               | 12                            | 24          |
| College of Applied Science,<br>Thamarassery<br>Korangad,Thamarassery,<br>Kozhikkode673573.<br>0495-2223243,8547005025<br><a href="http://www.castthamarassery.ihrd.ac.in/">http://www.castthamarassery.ihrd.ac.in/</a><br><a href="mailto:castmsy695@gmail.com">castmsy695@gmail.com</a><br><a href="mailto:castthamarassery.ihrd@gmail.com">castthamarassery.ihrd@gmail.com</a><br><a href="mailto:castthamarassery@ihrd.ac.in">castthamarassery@ihrd.ac.in</a> | • B Sc. Computer Science Honours                                | 17                               | 17                            | 34          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • B.Com Honours (Existing specialization Computer Application ) | 30                               | 30                            | 60          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • Bachelor of Computer Application Honours                      | 18                               | 18                            | 36          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • BA English Language & Literature Honours                      | 20                               | 20                            | 40          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | • Bachelor of Business Administration Honours                   | 25                               | 25                            | 50          |
| CollegeofApplied Science,Nadapuram<br>KallachiP.O,Kozhikkode-673 506.                                                                                                                                                                                                                                                                                                                                                                                            | • B Sc. Computer Science Honours                                | 12                               | 12                            | 24          |



|                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                     |                            |                            |                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|----------------------------|
| 0496-2556300,8547005056<br><a href="mailto:casnadapuram.ihrd@gmail.com">casnadapuram.ihrd@gmail.com</a><br><a href="mailto:casnadapuram@ihrd.ac.in">casnadapuram@ihrd.ac.in</a>                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Bachelor of Computer Application Honours</li> </ul>                                                                                                                                                                          | 20                         | 20                         | 40                         |
| College of Applied Science,<br>Vattankulam<br>Nellisery, Sugapuram (P.O), Edappal<br>Malappuram District -679576.<br>0494-2689655,8547006802<br><a href="http://www.casvattankulam.ihrd.ac.in">www.casvattankulam.ihrd.ac.in</a><br><a href="mailto:casvattankulam.ihrd@gmail.com">casvattankulam.ihrd@gmail.com</a><br><a href="mailto:casvattankulam@ihrd.ac.in">casvattankulam@ihrd.ac.in</a> | <ul style="list-style-type: none"> <li>B Sc. Computer Science Honours</li> <li>BCom Honours (Existing specialization Computer Application )</li> <li>BCA Honours</li> <li>BBA Honours Logistics</li> </ul>                                                          | 18<br>24<br>12<br>30       | 18<br>24<br>12<br>30       | 36<br>48<br>24<br>30       |
| College of Applied Science,<br>Vazhakkad<br>Vazhakkad P.O, Malappuram-<br>673640.0483-2728070,8547005055<br><a href="http://casvazhakkad.ihrd.ac.in/">http://casvazhakkad.ihrd.ac.in/</a><br><a href="mailto:casvazhakkad.ihrd@gmail.com">casvazhakkad.ihrd@gmail.com</a><br><a href="mailto:casvazhakkad@ihrd.ac.in">casvazhakkad@ihrd.ac.in</a>                                                | <ul style="list-style-type: none"> <li>B Sc. Computer Science Honours</li> <li>BCA Honours</li> <li>BCom Honours (Existing specialization Computer Application)</li> </ul>                                                                                          | 18<br>12<br>20             | 18<br>12<br>20             | 36<br>24<br>40             |
| College of Applied Science, Muthuvallur<br>Kondotty PO, Malappuram-673638<br>04832963218, 8547005070, 77369132218<br><a href="mailto:casvuthuvallur.ihrd@gmail.com">casvuthuvallur.ihrd@gmail.com</a><br><a href="mailto:casvuthuvallur@ihrd.ac.in">casvuthuvallur@ihrd.ac.in</a>                                                                                                                | <ul style="list-style-type: none"> <li>BCom Honours (Existing specialization Computer Application)</li> <li>BSc Psychology Honours</li> <li>BBA Honours</li> </ul>                                                                                                  | 23<br>12<br>15             | 22<br>12<br>15             | 45<br>24<br>30             |
| College of Applied Science,<br>Vadakkencherry<br>Erassankulam, Vadakkencherry, (MBR)<br>Palakkad-678683.<br>04922-255061, 8547005042<br><a href="http://www.casvdy.org">www.casvdy.org</a><br><a href="mailto:casvdky.ihrd@gmail.com">casvdky.ihrd@gmail.com</a><br><a href="mailto:casvadakkencherry@ihrd.ac.in">casvadakkencherry@ihrd.ac.in</a>                                               | <ul style="list-style-type: none"> <li>B Sc. Computer Science Honours</li> <li>BSc.Electronics Honours</li> <li>B.Com Honours Existing specialization Computer Application</li> <li>B.Com Honours (Existing specialization Finance)</li> <li>BCA Honours</li> </ul> | 18<br>18<br>20<br>20<br>12 | 18<br>18<br>20<br>20<br>12 | 36<br>36<br>40<br>40<br>24 |
| College of Applied Science, Malampuzha<br>Chemmankadu, Kottekkad P O,<br>Palakkad 678732.<br>0491-2530010,8547005062<br><a href="http://casmalampuzha.ihrd.ac.in/">http://casmalampuzha.ihrd.ac.in/</a><br><a href="mailto:casmalampuzha.ihrd@gmail.com">casmalampuzha.ihrd@gmail.com</a>                                                                                                        | <ul style="list-style-type: none"> <li>B Sc. Computer Science Honours</li> <li>B.Com Honours (Existing specialization Computer Application )</li> <li>BBA (Finance) Honours</li> </ul>                                                                              | 12<br>12<br>15<br>15       | 12<br>12<br>15<br>15       | 24<br>24<br>30<br>30       |
| College of Applied Science,<br>Kuzhalmannam<br>Champrakulam, Kottayi P O,<br>Palakkad 678572<br>04922-285577,8547005061<br><a href="http://www.caskuzhalmannam.ihrd.ac.in">www.caskuzhalmannam.ihrd.ac.in</a><br><a href="mailto:mckuzhalmannam.ihrd@gmail.com">mckuzhalmannam.ihrd@gmail.com</a><br><a href="mailto:caskuzhalmannam@ihrd.ac.in">caskuzhalmannam@ihrd.ac.in</a>                  | <ul style="list-style-type: none"> <li>B Sc. Computer Science Honours</li> <li>B.Com Honours (Existing specialization Computer Application )</li> <li>B.Com Honours (Existing specialization Finance)</li> </ul>                                                    | 12<br>15<br>20             | 12<br>15<br>20             | 24<br>30<br>40             |
| College of Applied Science, Attappadi<br>Agali PO, Palakkad 678581.<br>04924-254699,9447159505<br><a href="mailto:casattappadi@gmail.com">casattappadi@gmail.com</a><br><a href="http://casattappadi.ihrd.ac.in/">http://casattappadi.ihrd.ac.in/</a><br><a href="mailto:casattappadi.ihrd@gmail.com">casattappadi.ihrd@gmail.com</a>                                                            | <ul style="list-style-type: none"> <li>B Sc. Computer Science Honours</li> <li>BBA Honours</li> <li>B.Com Honours (Existing specialization Computer Application )</li> </ul>                                                                                        | 18<br>23<br>23             | 18<br>22<br>22             | 36<br>45<br>45             |
| College of Applied Science, Ayalur<br>Ayalur (PO), Palakkad 678510.<br>04923-241766,8547005029<br><a href="http://www.casayalur.ihrd.ac.in">www.casayalur.ihrd.ac.in</a><br><a href="mailto:casayalur.ihrd@gmail.com">casayalur.ihrd@gmail.com</a>                                                                                                                                               | <ul style="list-style-type: none"> <li>B Sc. Computer Science Honours</li> <li>B.Com Honours (Existing specialization Computer Application)</li> </ul>                                                                                                              | 12<br>20                   | 12<br>20                   | 24<br>40                   |

|                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |    |    |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----|----|----|
| <a href="http://casayalur.ihrd.ac.in">casayalur.ihrd.ac.in</a>                                                                                                                                                                                                                                                                                                                           |                                                                 |    |    |    |
| Model College, Meenangadi<br>PBM Building, Meenangadi, Wayanad<br>673591.<br>04936-246446, 8547005077<br><a href="mailto:casmeenangadi.ihrd@gmail.com">casmeenangadi.ihrd@gmail.com</a><br><a href="http://casmeenangadi.ihrd.ac.in">casmeenangadi.ihrd.ac.in</a>                                                                                                                        | • B Sc. Computer Science Honours'                               | 12 | 12 | 24 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • B.Com Honours                                                 | 15 | 15 | 30 |
| College of Applied Science, Nattika<br>Tippu Sulthan Road<br>Opp. Govt Veterinary Hospital<br>Valappad(PO), Kothakkulam,<br>Thrissur 680567.<br>8547005057<br><a href="http://www.casnattika.ihrd.ac.in">www.casnattika.ihrd.ac.in</a><br><a href="mailto:casnattika.ihrd@gmail.com">casnattika.ihrd@gmail.com</a><br><a href="mailto:casnattika@ihrd.ac.in">casnattika@ihrd.ac.in</a>   | • B Sc. Computer Science Honours                                | 18 | 18 | 36 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • B.Com Honours (Existing specialization Computer Application)  | 20 | 20 | 40 |
| College of Applied Science, Chelakkara<br>Pazhayannur, Cheerakuzhy,<br>Pazhayannur(P.O), Thrissur -<br>680587.<br>04884-227181, 8547005064<br><a href="http://www.caschelakkara.ihrd.ac.in">www.caschelakkara.ihrd.ac.in</a><br><a href="mailto:caschelakkara.ihrd@gmail.com">caschelakkara.ihrd@gmail.com</a><br><a href="mailto:caschelakkara@ihrd.ac.in">caschelakkara@ihrd.ac.in</a> | • B Sc. Computer Science Honours                                | 15 | 15 | 30 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • BSc. Electronics Honours                                      | 15 | 15 | 30 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • B. Com Honours (Existing specialization Computer Application) | 20 | 20 | 40 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • Bachelor of Computer Application Honours                      | 12 | 12 | 24 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • B.Com Honours (Existing specialization Finance)               | 20 | 20 | 40 |
|                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |    |    |    |
| College of Applied Science, Kodungallur<br>Thattupally, Eriyad P.O, Kodungallur<br>Thrissur-680666.<br>0480-2816270, 8547005078<br><a href="http://www.caskodungallur.ihrd.ac.in">www.caskodungallur.ihrd.ac.in</a><br><a href="mailto:caskodungallur.ihrd@gmail.com">caskodungallur.ihrd@gmail.com</a><br><a href="mailto:caskodungallur@ihrd.ac.in">caskodungallur@ihrd.ac.in</a>      | • B Sc. Computer Science Honours                                | 18 | 18 | 36 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • B.Com Honours (Existing specialization Computer Application)  | 23 | 22 | 45 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • BA English Language & Literature Honours                      | 12 | 12 | 24 |
|                                                                                                                                                                                                                                                                                                                                                                                          | • BCA Honours                                                   | 12 | 12 | 24 |
|                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |    |    |    |

## NOTE

1. **50%** of the total seats, including those reserved for SC/ST/SEBC/EWS, will be filled through the **Centralized Admission Process (CAP)** by the University. Please refer to the University CAP website (<https://admission.uoc.ac.in>) for more information.
2. Only those who have registered for the University of Calicut CAP are eligible to apply for the remaining 50% of seats to be filled by IHRD Colleges. These applicants must produce valid proof of their registration and the ID number provided by the University.
3. If the intake is enhanced during the academic year due to a permanent or marginal increase, selection for admission will be made from the candidates who have applied for admission in the current year.
4. In any matter of dispute or doubt regarding eligibility, selection, or the assessment of merit, the **University rules** prevailing at the time will be final and binding.
5. Students admitted through the University CAP and those admitted via the IHRD admission portal are required to pay the same fees as specified in **Para 7**.



## 2. IHRD EMPANELLED AS CENTRE FOR SKILL DEVELOPMENT COURSES AND CAREER PLANNING (CSDCCP)

IHRD has been empanelled by the Government of Kerala as the nodal agency for implementing the **"Centre for Skill Development Courses and Career Planning" (CSDCCP)** in all Arts and Science Colleges across the state. Based on this empanelment, IHRD offers the following services to Four-Year Undergraduate Programme (FYUGP) students throughout Kerala:

- **Curriculum Development:** IHRD has developed and introduced over 100 advanced skill courses categorized as Minor, Vocational Minor, Skill Enhancement Courses (SECs), or Additional Skill Enhancement Courses.
- **Practical Training:** Provision of internships, apprenticeships, and project work opportunities.
- **Career Readiness:** Conducting specialized placement training and skill development programs.
- **Accelerated Learning:** Guiding students to complete their three-year graduation within 2.5 years and their four-year graduation within 3.5 years.



### 3.ELIGIBILITY FOR ADMISSION

Candidates who are "Eligible for Higher Studies" as per the Higher Secondary Examination (HSE), or those who have passed an equivalent examination, meet the minimum criteria for admission to degree programmes, unless otherwise specified.

Additionally, candidates who have qualified for the HSE or VHSE of the Government of Kerala under the "SAY" (Save A Year) scheme, as well as those who have passed the **Compartmental Examination** of the CBSE, are eligible for admission to first-year degree programmes within the same academic year.

The eligibility for admission and the mode of calculating index marks will be strictly as per **University guidelines** (Ref: University Prospectus UG CAP 2026-27)

| <i>Programme</i>               | <i>Eligibility for Admission</i>                                                                                                                                                                                                                                                                                                                                                                                                           | <i>Indexing of Marks</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <i>Tie Break</i>                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B.Sc. Computer Science Honours | Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent there to with Mathematics/Computer Science /Computer Application/Information Technology /Informatics Practice /Informatics/Additional Mathematics are eligible for admission.(U.O.No.GAI/JI/4756/1999 dated 11.01.2002)                                       | Total Part III + marks secured for Mathematics in the case of Science group with Mathematics as one of the subject <b>AND</b> Total Part III + marks secured for Mathematics/ Computer Science/ Computer Application/ Information Technology/ Informatics Practice/ Informatics/ Additional Mathematics in the case of other combinations without Mathematics as one of the subject.If the Candidates has studied both Mathematics and any one of the following subjects Computer Science/Computer Application/ Information Technology/Informatics Practice/Informatics/Additional Mathematics then the marks secured for Mathematics or Computer Science/Computer Application/ Information Technology/Informatics Practice/Informatics/Additional Mathematics whichever is higher will be added. | If there is a tie in the index marks priority must be given to Mathematics/Computer Science as the case may be. If there is a tie again the marks of the second subsidiary subject marks of English and then the marks for second language will be considered before going to general conditions                                                                                                                          |
| B.Sc. Electronics Honours      | Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto in the Science stream with Mathematics as a compulsory subject and Physics/ Electronics as one of the optional subjects are eligible for admission to B.Sc Electronics Programme of University of Calicut. (U.O.No.15520/2019/Admn Dated, 02.11.2019) | Total marks obtained for Part III + marks of Electronics/Physics/ Mathematics as the case may be. If more than one of the subjects had been offered at the +2 level, the subject with the highest marks will be added. An additional weightage of 25 marks will be added for those who have studied Electronics. An additional weightage of 10 marks for candidates passed VHSE with papers like Electronic Service Technology, Maintenance Operation of Bio Medical equipments, Maintenance and Repairs of Domestic Appliances and Maintenance and Repairs of Television                                                                                                                                                                                                                         | If there is tie in the index marks, the priority must be given marks of Physics, then to the candidates who secure more marks in the main subject concerned. If there is a tie the priority must be given to the marks of Physics then the marks of Mathematics will be considered. Even after there is tie the marks obtained in English, the second language are considered and at last general conditions are applied. |

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BCA (Bachelor of Computer Application) Honours                        | Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto with Mathematics /Computer Science/Computer Application/Information Technology/Informatics Practice/Informatics/Additional Mathematics as one of the subjects are eligible for admissions (U.O. No.GAI/J1/2453/1997 dated 06.10.2000 and GA I/J1/1597/2005 dated 11.07.2005).                                                                                                                | Total Part III + marks secured for Mathematics in the case of Science group with Mathematics as one of the subject <b>AND</b> Total Part III + marks secured for Computer Science/Computer Application/Information Technology/Informatics Practice/Informatics in the case of other combinations without Mathematics as one of the subject. If the Candidates has studied both Mathematics and any one of the following subjects Computer Science/Computer Application/ Information Technology/Informatics Practice/Informatics then the marks secured for Mathematics or Computer Science/Computer Application/ Information Technology whichever is higher will be added                                                                                                                                                                                                         | If there is a tie in the index marks priority must be given to Mathematics/Computer Science as the case may be. If there is a tie again, the marks of the second subsidiary and marks of English and then the marks for additional language /Second language after general conditions.                                                            |
| B.com Honours (Existing specialization Computer Application/ Finance) | Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto with at least one commerce subject are eligible for admission to the B.Com degree course. Candidates who have not studied commerce subject for Higher Secondary or an equivalent examination with not less than 45% marks are also eligible. A concession of 5% will be given to OBC/OEC candidates. The SC/ST candidates need get only a pass. (U.O. No.GAI/A2/1658/2007 dated 28.02.2008). | Total marks + 25 marks for each commerce papers subject to maximum of 50 marks.<br><b>COMMERCE PAPERS</b><br>Accountancy/ Accountancy and Auditing/ Accountancy with AFS/ Accountancy with Computer Accounting/ Accountancy (Analysis of Financial Statements)/ Accountancy (computerized accounting) /Accounts/Banking Assistance/ Banking with Secretarial Practice/ Book Keeping and Accountancy/ Book-Keeping & Basic Mathematics/ Book-Keeping & Accountancy/Business Studies/ Business Studies with functional management /Business studies with functional management Business Studies with Functional Management/ Business Mathematics/Catering and Restaurant Management/Commerce/Commercial correspondence and Commercial Geography/ General Insurance/Management/Marketing/ Marketing and Salesmanship/Office Secretary ship/Reception, Book Keeping and Communication | If there is a tie in the index marks, those who studied commerce in Plus Two or equivalent get preference. If there is tie again, the marks in the commerce subjects will be considered first, then the marks of English and then the marks of Additional language/second language will be considered. Finally general conditions are applicable. |
| Bachelor of Business Administration (BBA) Honours                     | Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized As equivalent thereto, with not less than 45% is eligible for admissions. A concession of 5% will be given to OBC/OEC candidates. The SC/ST candidates need get only a pass. (U.O.No.5339/2021/Admn Dated, 17.05.2021)                                                                                                                                                                                             | Total marks + 25 marks for each commerce papers subject to a maximum of 50 marks commerce papers Accountancy /Accountancy and Auditing/Accountancy with AFS/ Accountancy with computer Accounting/ Accountancy (Analysis of Financial statements)/Accountancy (Computerized Accounting)/Accounts/Banking Assistance /Banking with secretarial practice/Book Keeping and Accountancy/ Book Keeping and Basic Mathematics/ Business Studies/ Business Studies with Functional Management/ Business Mathematics/Catering and Restaurant Management/Commerce/Commercial correspondence and Commercial Geography/General Insurance/Management/Marketing/Marketing and Salesmanship/Office Secretary ship/Reception, Book Keeping and Communication                                                                                                                                     | If there is a tie in the index marks, those who studied commerce in the Plus Two or equivalent get preference. If there is tie the marks in the commerce subjects will be considered first, then the marks of English and then the marks of Additional language/second language will be considered. Finally general conditions are applicable.    |
| BA English Language and Literature Honours                            | Candidates who have passed ( <b>Eligible for Higher Studies</b> ) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent there to are eligible for admission.                                                                                                                                                                                                                                                                                                                                                        | Total Marks + Twice the marks secured in English. A weightage of 20 marks will be given to those who have studied English, Functional English or Communicative English as optional subject for HSE or an equivalent examination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | If there is a tie in the ranking, the priority will be given to those who got more marks in English. If there is again a tie, marks in second language are considered and then the general conditions are applicable.                                                                                                                             |
| BSc Artificial Intelligence Honours                                   | Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto with Mathematics/Computer Science/Computer Application/Information Technology/Informatics Practice/Informatics /Additional Mathematics are eligible for admission. (UO Note No. 107590/GA - IV - J1/2023/ Admn, Dated: 11.05.2023)                                                                                                                                                           | Total Part III + marks secured for Mathematics in the case of Science group with Mathematics as one of the subject Or Total Part III + marks secured for Mathematics/ Computer Science/Computer Application/ Information Technology/Informatics Practice/ Informatics/ Additional Mathematics in the case of other combinations without Mathematics as one of the subjects. If the Candidates has studied both Mathematics and any one of the following subjects Computer Science/Computer Application/ Information Technology /Informatics Practice/Informatics/ Additional Mathematics then the marks secured for Mathematics or Computer Science/Computer Application/ Information Technology/Informatics Practice/Informatics/ Additional Mathematics whichever is higher will be added.                                                                                      | If there is a tie in the index marks priority must be given to Mathematics/Computer Science as the case may be. If there is a tie again the marks of the second subsidiary subject marks of English and then the marks for second language will be considered before going to general conditions                                                  |

|                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BSc Psychology Honours | Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto are eligible for admission<br>(U.O.No.GAI/J1/628/2003 dated 15.05.2004) | The new index mark calculation includes the total marks obtained in the qualifying examination and a subject weightage of 15% of the marks scored for Psychology in the qualifying examination. In the case of other optional subject ranking will be based on the total marks obtained in the qualifying examination without any weightage. | If there is a tie priority must be given to the candidates who secure more marks in the main subject concerned. If there is a tie again the marks of compulsory subsidiary subjects and then the marks obtained for the second subsidiary subject are to be considered. Even after there is tie the marks obtained in English, the second language are considered and at last general conditions are applied in the case of Science students those who have not studied psychology with same index marks in the rank list, priority will be given to Biology students .In all other aspects general rule shall be followed.(vide U.O.NoGAI/J2/3153/2007 Dated:21.06.2008) |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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***Any changes to the above eligibility/ indexing rules announced by the University even after publishing of the Prospectus will be binding in the process of Admissions to all the above courses***



# RESERVATION

## 4.RESERVATION

(Only for the 50% seats allocated to the Colleges)

### THSS RESERVATION

15% of the seats allocated to IHRD Colleges for B Sc. Computer Science, B Sc. Electronics and BCA are reserved for the candidates who have passed the THSS examination from the Technical Higher Secondary Schools managed by IHRD. Mode of selection will be as per the eligibility and selection procedure mentioned above .

**If any seats reserved remain unfilled, the same will go to the open merit.**

### LOCAL RESERVATION

20% of the seats allocated to IHRD (for B Sc. Electronics & B Sc. Computer Science only) at College of Applied Science at Vadakkencherry is reserved for local candidates who have passed the qualifying examination from educational institutions situated within the territorial limit of Vadakkencherry, Kizhakkencherry, Vandazhy, Kannambra and Puthukode Grama Panchayat areas.



# PROCEDURES

## 5.ADMISSION PROCEDURE

Candidates have to submit duly filled up online application at the portal <https://admissions.ihrd.ac.in> .The College, on the basis of merit as given below, will prepare rank list.

### ASSESSMENT OF MERIT

Except where otherwise provided, merit will be assessed based on the marks obtained in the qualifying examinations for the specific programme, subject to criteria prescribed by the University.

In assessing merit, bonus marks will be awarded for extracurricular activities such as **Sports, NCC, NSS, and SPC**. These marks will be added to the qualifying examination marks to determine the final rank list.

### BONUS/WEIGHTAGE MARKS

Bonus/weightage marks will be added to the total Marks obtained in the qualifying examination to calculate the index marks and for ranking in the selection list in the case of candidates who already possess the required minimum marks prescribed.

| Sl No. | Item                                                                                                                                                             | Bonus/<br>Weightage<br>marks |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1      | Students who have secured First place / A grade in the Kerala State <b>Higher Secondary / Vocational Higher Secondary Arts Festivals</b>                         | 10                           |
| 2      | Widows and children of Jawan and ex-servicemen/ Widows and children of B.S.F. Personnel killed or disabled in action .(U.O.No. 8642/2021/Admn dated, 01.09.2021) | 15                           |



|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 3 | N.S.S volunteers ( <b>Higher secondary/+2 level</b> ) subject to the fulfillment of the following conditions, for the purpose of ranking.<br>The basis for awarding bonus marks to NSS participants will be NSS certificate signed by the Director and issued by the Directorate of NSS.                                                                                                                                                                                                                                                                                                                                                                                                                                      | 15             |
| 4 | NCC cadets subject to the fulfillment of the following conditions, for the purpose of ranking In respect of NCC applicants the bonus marks will be awarded on the basis of NCC certificates signed by the Director and issued by the Directorate of NCC to the candidates who have secured at least 75% of attendance after having participated in its activities during higher secondary/+2 level ( <i>U.O No.685/2017/Admn Dated:17.01.2017</i> ) ( <i>U.O.No. 9923/2022/Admn Dated, 12.05.2022</i> ).<br><br>Cadets holding A,B,C certificates are eligible for an additional weightage of <b>3,5,10 marks</b> respectively for admission to Degree programmes, limited to a maximum of <b>10 marks</b> only, in any case. | 15<br><br>3-10 |
| 5 | For the students who served as Student Police Cadets in <b>higher secondary/ +2 level</b> . ( <i>U.O.No. 10898/2020/Admn , Dated 17.11.2020</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15             |
| 6 | Recipients of Nanma Mudra Certificate at <b>higher secondary/ +2 level</b> in scout, guide, rover and ranger ( <i>U.O.No. 8256/2021/Admn Dated, 18.08.2021</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15             |

The benefit of bonus marks for the purpose of admission can be availed of by the candidates only under any one category, from 3 to 6. The applicant need to produce the relevant certificate in original or claiming the bonus mark at the time of admission.

## Note

### Admission and Selection Process

- **Institution-Wise Selection:** The selection of candidates will be conducted institution-wise. Admissions to all Colleges of Applied Science will strictly follow the schedule prescribed by the University.
- **Basis of Admission:** Admission shall be based purely on the grades or marks obtained in the Higher Secondary or equivalent qualifying examination.
- **Ranking Index:** The final ranking index/marks for selection will be calculated in accordance with the instructions and guidelines issued by the University.
- **Mark Entry & Conversion:** Only the grades/marks declared by the candidate in the application form will be considered for selection. If the maximum mark for a subject in the qualifying examination exceeds 100, the candidate must convert the secured mark to a scale of 100.
- **Incomplete Information:** Candidates who fail to provide grade/mark details in the relevant columns of the application form will not be considered for admission.

- **Accuracy of Information:** Selection is based on the information provided in the application. Candidates must exercise extreme care when entering details, including grades and marks. Incomplete applications will be rejected without further intimation.
- **Required Documentation:** An attested copy of the qualifying examination mark list must be attached to the printout of the application form.
- **Bonus & Grace Marks:** Bonus marks and weightage for candidates with disabilities (Handicapped category) will be awarded as per the prevailing University guidelines.

## GENERAL CONDITIONS

1. The admission of the students who obtained the same index marks shall be decided first on the basis of age and then by name in alphabetical order unless otherwise specified.(U.O.No.GA1/A2/7226/200dated04-05-2001)
2. In the case of VHSE candidates for admissions to B Com/B B A programmes and all other programmes that come under Commerce and Management faculty, the index marks shall be arrived at by taking the marks of all the subjects except that of the marks of Vocational practical and Internship Evaluation.(U.O.No.2422/2015dated11.03.2015).
3. In the case of VHSE candidates for admissions to B.Com/B B A/BTHM programmes and all other programmes that come under Commerce and Management faculty, the index marks shall be arrived at by taking the marks of all the subjects except that of the marks of Vocational practical and Internship Evaluation.(U.O.No.2422/2015dated:11.03.2015).
4. In the case of courses equivalent to Plus two of Kerala HSE and have maximum marks or grades not in line with that of Plus two of Kerala HSE, the same will be normalized to the maximum marks of Plus two of Kerala HSE and the rank list will be prepared accordingly.(U.O. No.2422/2015dated:11.03.2015).
5. For admissions to B A programmes, the existing weightage of 25 marks shall be increased to 50, for those who have studied the subject concerned (mentioned in the present admission rule) in HSE or equivalent. (U.O. No. 2422/2015dated:11.03.2015).

## Note

1. *The College of Applied Science are managed by IHRD, a Govt. of Kerala undertaking. Admissions for all seats are made purely on the basis of merit and strictly as per Govt. /University rules. Canvassing in any form is illegal and strictly prohibited*
2. *The mode of selection has been revised as per order U.O.No:1632/2013CU dated 15.05.2013 of the University of Calicut.*



## 6. HOW TO APPLY

### APPLICATION ONLINE

Application for admission to various degree courses in Colleges of Applied Science against seats allotted to IHRD colleges for direct admission is to be submitted online through the website of IHRD <https://admissions.ihrd.ac.in>. The print out of the online application along with the details of remittance of required registration fee and copies of certificates should be submitted to the Principal of concerned colleges at the time of admission. Separate print out of application should be submitted for admission to each College of Applied Science under IHRD.

Before applying online for admission to seats filled by Colleges of Applied Science under IHRD directly, the candidate should have completed the online registration at the University of Calicut CAP admission portal.

### APPLICATION REGISTRATION FEE

The application registration fee is **Rs. 250** plus **Rs. 100** for each additional college. For **SC/ST candidates**, the fee is **Rs. 100** plus **Rs. 50** for each additional college. Once remitted, the fee is **non-refundable** under any circumstances. **Application registration fee payment will be accepted only through SBI Collect as per details in the IHRD admission portal. Applications without application Registration fee will be summarily rejected.** Applicants must enter the transaction details of the remitted fee into the admission portal while submitting their online application.

## SUBMISSION OF APPLICATION

The printout of the submitted online application, along with all supporting documents, must be submitted to the Principal of the respective College of Applied Science only at the time of admission, provided the candidate is provisionally selected. Applications will be considered valid only if the candidate has furnished all relevant certificates as prescribed in this Prospectus. **Late or incomplete applications, those not in the prescribed format, or submissions without supporting documents and the registration fee will be summarily rejected.**

Candidates seeking admission under the college quota must also provide their **University CAP registration number** in the application form after completing the online registration on the University of Calicut admission portal.

A candidate can submit application for admission to Colleges of Applied Science under IHRD directly, if online submission of application is not possible. The candidate may download the application form from the IHRD website <https://admissions.ihrd.ac.in> and filled in application form along with proof of remittance of Application Registration fee may be sent by post to reach the office of the Principal, College of Applied Science where the candidate wishes to get admitted, before the last date of submission of online applications fixed by the University of Calicut. In such case Application Registration fee may be paid through DD taken in favour of the Principal of the concerned College of Applied Science.

## DOCUMENTS TO BE SUBMITTED ALONG WITH PRINTOUT OF THE ONLINE APPLICATION

1. Self-attested copy of 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, if applicable.
4. Self-attested copy of Transfer Certificate/Course Certificate for claiming THSS reservation.

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

### NOTE

The Application registration fee once paid is non-refundable.

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## 7. FEES

(In accordance with university circular No:96901/DOAASST7/2020/Admn. Dated 23.07.2020)

### DETAILS OF FEES FOR EACH SEMESTER OF BSc/BCA, BCom,BBA/BA

| SEMESTER FEE PARTICULARS                                                   | B Sc./ BCA(Rs.)                                  | BSc. Artificial Intelligence | B Com CA/ Finance (Rs.) | BBA/ BA(Rs.) |
|----------------------------------------------------------------------------|--------------------------------------------------|------------------------------|-------------------------|--------------|
| Tuition fee                                                                | 17,270                                           | 24,000                       | 13,035                  | 8,470        |
| <b>Total</b>                                                               | <b>17,270</b>                                    | <b>24,000</b>                | <b>13,035</b>           | <b>8,470</b> |
|                                                                            | <b>Fee payable at the time of admission only</b> |                              |                         |              |
| Admission fee                                                              | 330                                              | 330                          | 330                     | 330          |
| Caution deposit<br>(Refundable,<br>mandatory for all<br>category students) | 1,000                                            | 1,000                        | 1,000                   | 1,000        |

## FEE REMITTANCE SCHEDULE

First Semester fee should be paid at the time of admission and Semester fee for all the remaining Semesters should be paid at the beginning of each semester as per the notifications issued by the Director IHRD/HOI.

*(\*The Principals of respective Colleges of Applied Sciences are allowed to make changes in the fee remittance schedule for deserving cases if necessary)*

### Note

1. In addition, the student will have to remit the University mandatory fees, examination fee and camp valuation fee etc as required by the University from time to time.
2. The PTA fee, Magazine, University Union fee, College Union fee, Placement fee etc. as recommended by the College concerned should be remitted at the time of admission.
3. Defaulters on remittance of fee after the stipulated date in the circular issued from the office will have to pay a fine of Rs.10/- per day for 6 days and defaulters after the fine days shall be removed from roll and will have to pay a readmission fee of Rs.330/- along with fine of Rs.60/- for 6 days. Under any circumstances defaulters after that will not be readmitted.
4. ***SC/ST students who receive fee concession are reminded to remit the tuition fees to the respective college, immediately on receipt of the same in their bank accounts without delay. They are also informed that the tuition fee received in their account is not for personal spending under any circumstances and any misuse of Govt. funds may lead to legal action by the concerned authorities.***

## FEE CONCESSION/ CAUTION DEPOSIT

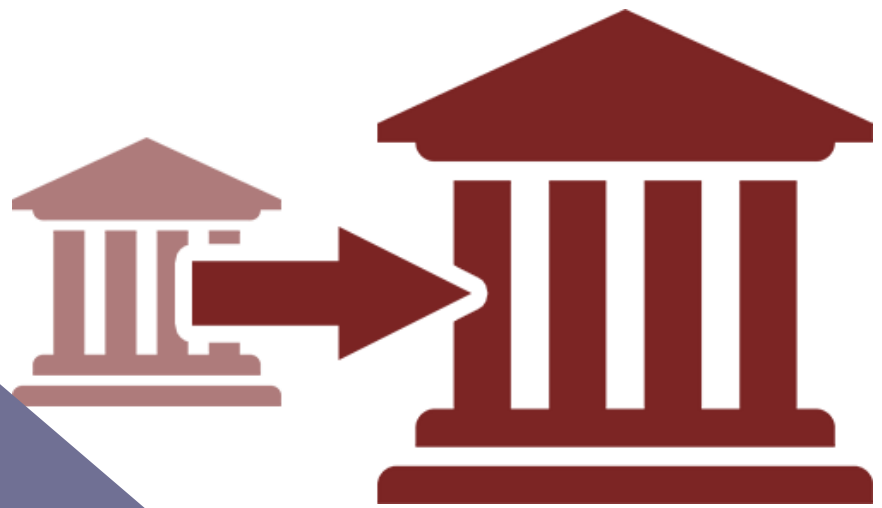
1. SC/ST/OEC candidates and any other category as directed by the Govt./University will be exempted from payment of the prescribed fee on the condition that they will submit the application for educational concession to the SC/ST Development Department in the prescribed form along with supporting documents within 15 days from the date of admission. If they fail to do so, or if educational concession is not sanctioned by the SC/ST Development Department, the student is liable to remit the entire fee.
2. All students including those eligible for any type of Educational Concession from various Departments/Welfare Agencies, other than the SC/ST/OEC or any other category as prescribed by the Govt. from time to time should remit the entire fee as per schedule. But the due 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.
3. **Caution Deposit:** All students, regardless of category—including SC, ST, OEC and OBH candidates—are required to pay the Caution Deposit.
4. **Educational Concessions:** No educational concessions are available to students of the Degree programmes conducted in IHRD Colleges of Applied Sciences, except for SC/ST/OEC/OBH candidates and other categories as directed by the Government or University.
5. **Exemption Conditions:** SC/ST/OEC/OBH candidates (and other government-prescribed categories) are exempted from the initial payment of prescribed fees, provided they submit an application for educational concession to the SC/ST Development Department. This application, along with all supporting documents, must be submitted within **15 days** of the date of admission.



6. **Liability:** If a student fails to submit the application within the stipulated time, or if the SC Development Department does not sanction the concession, the student shall be liable to remit the entire fee. The sanctioning of concessions is subject to the prevailing orders of the SC Development Department and the Government.
7. **General Fee Payment:** All students, including those eligible for concessions from other departments or welfare agencies (excluding SC/ST/OEC/OBH), must remit the full fee as per the prescribed schedule.
8. **Reimbursement:** Eligible students who receive educational concessions directly into their bank accounts from departments or welfare agencies must reimburse the sanctioned amount to the college within **7 days** of the credit.
9. If a student fails to remit the E-grantz fees to the college immediately after the fees being credited to their bank accounts, the matter will be informed to the E-grantz office for the further action.

## AN APPEAL TO THE PARENTS/GUARDIANS

Parents/Guardians are requested to ensure that their wards attend at least 75 percentage of the lectures in theory and practical's separately in each subject, appear in the internal examinations and submit their university examination form in time to be eligible for University Examinations. They are also requested to monitor the progress of their wards by keeping in touch with the authorities of the institute. Parents and the authorities of the institute working as a team will definitely produce much better results.



## 8. RULES FOR ISSUE OF TRANSFER CERTIFICATE

### *Transfer Certificate (TC) and Fee Refund Rules*

Any student who discontinues their studies after securing admission to a Degree programme at any College of Applied Science under IHRD will be issued a Transfer Certificate (TC) in accordance with **G.O.(MS) No. 319/2017/H.Edn.(J) dated 29-12-2017**, subject to the following conditions:

- **Withdrawal Before Commencement:** If a student withdraws before the start of the programme, the entire fee collected will be refunded after deducting a processing fee of **Rs. 1,000**.
- **Withdrawal After Commencement:** If a student leaves after classes have commenced and the vacated seat is filled by another candidate before the closing date of admission, the college will refund the fee after deducting:
  1. A processing fee of **Rs. 1,000**.
  2. Proportionate monthly tuition fees and hostel rent (if applicable).
- **Unfilled Vacant Seats:** If the vacated seat remains unfilled, after the closure of the admission. The candidate is eligible for a refund of the **Caution Deposit only**.
- **Refund Processing:** All refunds will be processed only after the University officially closes Degree Admissions for 2026-27.
- **Internal Transfers:** Fees for candidates moving between IHRD Colleges of Applied Science during the same admission year will be adjusted after deducting the admission fee.

### *Specific TC Provisions*

- **Higher Option Allotments:** If a student applies for a TC to join a "Higher Option" allotted via the University's Centralized Allotment Process (CAP), the TC and supporting documents will be issued according to prevailing University guidelines.

- **Inter-College Transfers:** For transfers between Colleges of Applied Science (CAS) under IHRD within the same University and programme after the closure of admission:
  - A processing fee of **Rs. 2,000** must be paid for the issuance of the TC.
  - The applicant is eligible for a refund of **75% of the tuition fee only** via inter-institutional transfer.
3. If a student applies for TC to join Higher Option allotted by the University Centralized Allotment Process (CAP) for the UG admission of the University, the TC and other documents will be issued as per the University guidelines in time to time.



# INSTRUCTIONS

## 9. GENERAL INSTRUCTIONS

### 1. *Selection and Admission Procedures*

- **Acknowledgment of Application:** Receipt of the application will be acknowledged by allotting a unique **registration number**. This number must be quoted in all future correspondence regarding admission.
- **Selection Authority:** The selection of candidates will be made by the respective Principals based on the information furnished in the application form.
- **Provisional Admission:** Selection is strictly provisional and subject to the verification of original documents and approval by the University. If any information provided in the application is found to be false, or if the University rejects the admission for any other reason, the candidate will forfeit their claim to the seat.
- **Communication of Interview:** The list of candidates called for interview as well as interview schedule will be published on the concerned college notice board, and at the College website. **Selection memo will be sent by email only. Hence providing valid email-id and a contact telephone number is mandatory.** It is mandatory for the candidates to check their position from the list published in the institution/website and appear for the interview.
- **Interview Requirements:** Candidates called for interview must bring all original certificates on the specified dates.
- **Attendance & Proxy:** Any candidate who fails to attend the interview at the scheduled time and place will forfeit their chance for admission and will not be considered for future vacancies, regardless of their rank.
  - **Exception:** If a candidate is unable to attend due to genuine reasons, a parent, guardian, or authorized representative may act as a **proxy** at the candidate's risk.
- **Campus Rules:** Candidates seeking admission must abide by the campus rules and regulations issued from time to time. The rules currently in force at IHRD institutions are detailed below.

## ***Campus Rules and Regulations***

- **Uniform Policy:** No student will be permitted to enter the campus without wearing the prescribed uniform. The uniform for College of Applied Science (CAS) undergraduate students is as follows:
- **Gender-Neutral Uniform:** Black pants and a light blue half-sleeve shirt.
- *Note:* Jeans and low-waist pants are strictly prohibited.
- **Vehicles:** The use of motorized vehicles by students within the campus is strictly prohibited. No personal conveyance other than bicycles will be allowed inside the campus.
- **Substance Abuse:** Consumption of alcohol and drugs, as well as smoking, is strictly prohibited. Students found in an intoxicated state on campus will be suspended immediately and will face strict disciplinary action, including dismissal if found guilty.
- **Institutional Property:** Students are responsible for maintaining the cleanliness of the campus and protecting furniture, laboratory equipment, and other institutional properties. The Head of the Institution is authorized to collect fines and take action against students who deliberately damage property.
- **Identity Cards:** The identity card issued by the Institute must be displayed prominently on the chest at all times. Mere possession of the card is insufficient.
- **Academic Discipline:** Directions from the Principal and staff regarding academic matters and general discipline must be strictly followed by all students.
- **Leave of Absence:** Leave will be granted only on medical grounds. Such leave is considered solely for the purpose of condoning a shortage of attendance.
- **Boarding and Lodging:** As hostel facilities are not available, students must make their own arrangements for boarding and lodging.
- **Mobile Phones and Events:** The use of mobile phones and the performance of cinematic dances or fashion shows are strictly prohibited on campus, as per Government rules. Mobile phones confiscated during use will only be returned upon payment of the prescribed fine.
- **Disciplinary Authority:** The Head of the Institution is empowered to take appropriate disciplinary action, including dismissal, against any student found guilty of violating campus rules

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## 10. PREVENTION OF RAGGING IN CAMPUS

**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.

### SHORT TITLE AND EXTENT

1. The Act may be called the Kerala Prohibition of Ragging Act 1998.
2. It extends to the whole of the State of Kerala.

### 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.

1. Teasing, abusing of, playing practical jokes on or causing hurt to such student;
2. Asking the student to do any act or perform something which such student will not in the ordinary case willingly do.

### PROHIBITION OF RAGGING

Ragging within or outside any educational institution is prohibited.



## 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 extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

## 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.

## SUSPENSION OF STUDENT

1. 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.
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), The HOI 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. 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.*

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

**Thiruvananthapuram  
18.05.2026**

**Sd/-  
DIRECTOR**