



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

**Admission to newly sanctioned Post Graduate Degree Programme
M.Com Finance in the Colleges of Applied Science managed by IHRD
and affiliated to Kannur University during 2021-2022**

PROSPECTUS

2021-2022

College of Applied Science, Manjeswaram

EMS Memorial College of Applied Science, Iritty

(Prospectus issued for previous years are not valid for 2021-22)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Admission to newly sanctioned M.Com Finance Course in the seats to be filled up by College, under Kannur University, 2021-2022

The INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (IHRD) is a Government of Kerala undertaking established mainly for the development of manpower in the field of Electronics, Computers, Information Technology and allied areas. With a view to provide advanced skills in the above fields, the Institute offers Post Graduate courses in Commerce, Computer Science & Electronics in the Colleges of Applied Science, affiliated to Kannur University. Now the University newly sanctioned M.Com Finance course in the Colleges of Applied Sciences at Manjeswaram, and Iritty during the academic year 2021-22

The above course consists of 4 semesters spread over a period of 2 years and is affiliated to Kannur University. The scheme and syllabi for the course will be as followed in the Kannur University.

1. COLLEGE, COURSE & ANNUAL INTAKE

***50% of the total seats including the seats reserved for SC/ST/SEBC/EWS will be filled up through Centralized Admission Process (CAP) by the Kannur University .Please refer Kannur University CAP website (<http://www.cap.kannuruniversity.ac.in>)for more information*

Colleges	Programmes	Intake
1 College of Applied Science, Manjeswaram, Kumbala P.O, Kasaragod. – 671321 Ph: 04998-215615, 8547005058 E mail: casmanjeswaram@ihrd.ac.in casmanjeswaram.ihrd@gmail.com	M Com -Finance	15
2 .E M S Memorial College of Applied Science, Iritty. Kiliyanthara P O, Kunnoth, Iritty, Kannur- 670706 Ph: 0490-2423044, 8547003404 Email: casiritty@ihrd.ac.in casiritty.ihrd@gmail.com	M Com -Finance	15

IF THE UNIVERSITY INSISTS TO THE COLLEGES TO DO THE ADMISSION TO THE UNIVERSITY QUOTA SEATS ALSO, IT WILL BE FILLED OBSERVING NORMS PRESCRIBED BY THE UNIVERSITY FOR THESE SEATS

Note: 1. If the intake is enhanced during the academic year, selection for admission will be made from among the candidates who have applied for admission in the current year

2. a) 50% of the total seats including the seats reserved for SC/ST/SEBC will be filled up through Centralized Admission Process (CAP) by the Kannur University .Please refer Kannur University CAP website (<http://www.cap.kannuruniversity.ac.in>) for more information.

b) 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.

3. Only those who have registered for the CAP of Kannur University are eligible to apply for the 50% seats to be filled by IHRD Colleges and shall produce valid proof of their registration and ID number provided by the University.

2. ELIGIBILITY FOR ADMISSION

Eligibility for admission is as specified by the Kannur University for admission to Programme.

2.1 Nativity: Candidate should be an Indian citizen. Candidates seeking admission to PG courses will be categorized as Keralite and Non-Keralite.

a. Keralite: A candidate of Kerala origin will be categorized as a Keralite. Children of All India Service Officers allotted to Kerala Cadre are deemed to be Keralites as per G.O. (Rt) No.822/08/H.Edn. Dated 9-5-2008. But they will not be eligible for communal/special reservation.

b. Non- Keralite : A candidate who does not come under Keralite category will be categorized as Non-Keralite. Such a candidate will be eligible for admission only after all the applicants of Keralite origin are ranked and allotted.

2.2 In order to prove that a candidate is an Indian citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce any one of the following certificates.

a. In the case of candidates who have undergone College studies in Kerala, a Course Certificate from the Head of the educational institution last attended in Kerala, certifying that the candidate has undergone his/her studies in Kerala for not less than 3 (three) years within a continuous period of 12(twelve) years, immediately prior to the completion of the Bachelor's Degree or equivalent examination. OR

b. A certificate from the Village Officer/ Thahsildar to show that he/she or his/her mother/father was born in Kerala. OR

c. Certificate from the Village Officer/Thahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a continuous period of twelve years OR

d. The true copy of relevant page of Secondary School Leaving Certificate showing the Place of Birth in Kerala of the candidate. OR

e. The true copy of the relevant page of the Secondary School Leaving Certificate showing Place of Birth in Kerala of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate. OR

f. The true copy of the relevant page of the Passport issued by the Government of India of the

candidate, showing Place of Birth in Kerala or of either of the parents of the candidate showing Place of Birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate.

2.3 Non-Keralites should furnish a copy of the Certificate of nativity from the revenue authority or local body concerned.

2.4 Academic Eligibility:

Academic eligibility and method of selection will be as per the rules ordered by the Kannur University from time to time.

M.Com. Finance

UG Degree in B. Com/B.B.A/B.B.M/B.B.S with not less than 45% marks in Part III or equivalent GPA for Core and Complementary Courses

- Note:**
1. *Candidates whose degree "is accepted as equivalent there to by the Kannur University alone are eligible to apply.*
 2. *Relaxation in Grade Points/Marks in the Qualifying examination for SC/ST and SEBC candidates are available as per university rules. For SC/ST candidates the requirement is the minimum pass in the qualifying examination and for OEC, OBC candidates 5% relaxation is admissible in the minimum requirement of percentage of marks in the qualifying examination.*
 3. *All grades will be converted into Percentage of marks for preparation of rank list.*

3. ADMISSION PROCEDURE

Candidates have to submit application to the Colleges concerned. Rank list will be prepared on the basis of merit and selection will be made accordingly in the College as per the criteria specified by the Kannur University.

The rank list for PG Degree courses will be prepared on the basis of marks/CGPA obtained in the qualifying examination in Part III Subjects/Core and Complimentary Courses, (including/weightage/ deduction where ever applicable), unless otherwise mentioned. The rank list will be prepared based on the total marks/Percentage of CGPA (converted by the formula provided by respective University) obtained by the candidate out of 1000.

Note: *10 % of the index marks will be added to the grace marks arrived at for preparing the merit list for admission to PG courses in the case of those candidates who passed their qualifying examination from Kannur University, except in the case of admission to PG courses for which Entrance Examination is conducted.(Refer University Order No. Acad D2/1121/2003 Vol III dated 21/07/2015)*

4. RESERVATION

All the statutory reservation seats available for SC/ST/SEBC/EWS candidates will be filled up by the university as per norms as mentioned in para 1 note 2 (a) (Open Quota-55%, EBC 10%, Ezhava-9%, Muslim-8%, LC/SIUC- 2%, OBX-1%, OBH-5%, SC-8%, ST-2% Refer: G.O. No.(M.S) 48/2014/SC.ST Dev. Dept. dated 17/07/2004)

In case SC/ST candidates are not available it has to be notified in News papers and if still lay vacant will be filled up by OEC candidates. If OEC candidates are also not available it will be filled up by general candidates according to merit as decided by the University from time to time.

5. HOW TO APPLY

Application forms and prospectus can be get from the college office and the filled in application should be submitted to Principal of the Colleges of Applied Science concerned along with the Registration fee of Rs.500/- (Rs.200/- for SC/ST candidates) either by Cash or Demand Draft(D.D) up to the last date specified by the University. The Demand Draft should be drawn in favor of the Principal of the College concerned. If the filled in application is sent to the Principal by post, then it must be accompanied by a D.D. for Rs. 500/- (Rs. 200/- for SC/ST) towards the registration fee, drawn in favour of the Principal .

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

Application forms for admission to M.Com Finance course duly filled up should reach the Principal of the College of Applied Science, concerned on or before the last date specified by the University. The application for admission to the Post Graduate Degree courses will not be accepted in the IHRD Head Quarters or any other associated Institutions. Applications received later than the last date specified by the university will not be accepted on any account

The candidates who wish to secure admission in the college also need to furnish the CAP registration number in the application form, after completing the online registration procedure provided in the admission portal of the Kannur University (<http://cap.kannuruniversity.ac.in>)

6. FEES

6.1 Details of fees for each semester of M.Com course is given below:

FEE PARTICULARS	M.Com Finance
1. Tuition fee	16,000
2. Students Amenities Fee (including Lab/Library/ Internet fee etc.)	750
Semester Fee	16,750
3. Admission fee (Payable at the time of admission)	1,000
4. Caution deposit (refundable) (Payable at the time of admission)	1,000
Total Fee	18,750

6.2 Fee remittance schedule:

*Fee remittance details	M.Com Finance
Amount to be paid at the time of admission (1st Installment Fee of S1)	10,000
Amount to be paid during 3 rd month of 1 st semester (2nd Installment Fee of S1)	8,750
Semester fee for remaining Semesters (single Installment to be paid at the beginning of each semester)	16,750

- * i. In addition, the student will have to remit the University affiliation/administration and other fees as required by the University from time to time, including examination and Camp Valuation fee.
- ii. The PTA fee as recommended by the College concerned has to be remitted at the time of admission.

6.3 Fee concession/Caution Deposit details

- (a) All students, irrespective of community are required to pay Caution Deposit
- (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. The SC/ST/OEC candidates are exempted from payment of the prescribed fee on condition that they will submit application for educational concession to the SC/ST Development Department in the prescribed form along with supporting documents within 15 days from the date of admission. If they fail to do so, they should pay the prescribed fee.
- (c) All students including those eligible for any type of Educational Concession from various Departments/Welfare Agencies, except the SC/ST/OEC Category or any other categories as directed by the Govt., 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 PG programmes later discontinues his/her study from any one of the Colleges 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 leaves after joining the Course(date of commencement of classes) and if the vacated seat is consequently filled by another student by the last date of admission, the College will refund the fee collected after a deduction of the processing fee of Rs. 1,000/- (Rupees One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, the candidate is eligible to get refund of the Caution deposit only. All such refund will be processed only after closure of PG admission by the University. Fee for the candidates getting admission in any of the College of Applied Science, managed by IHRD, prior to the closure of admission during the same admission year will be adjusted after deducting the admission fee.
- b) If a student applies for TC to join Higher Option allotted by Centralized Allotment Process (CAP) for the PG admission of the University, the TC and other documents will be issued as per the University guidelines from time to time.
- c) In case of Inter College transfer between CAS under IHRD within the same University and programme after the date of closure of admission, TC will be issued on payment of Rs. 2000/- (Rupees Two Thousand Only) towards processing fee. In such cases, the applicant is eligible to get refund of 75% of the tuition fee only through inter institutional transfer.

The rules 7a, b & c given above is applicable for all students admitted, including those admitted through Centralized Admission Process of University.

8. DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION

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

1. *Originals of SSLC, Degree/Provisional Certificate and all the mark lists of the Qualifying exam, T.C, Conduct Certificate, Matriculation, Equivalency/Migration certificate wherever applicable.*
2. *Originals of Community and Other certificates to claim reservation/bonus/weightage if applicable.*
3. *Community/Income Certificates, if applicable for SC/ST/OEC candidates.*
4. *T.C. and Conduct Certificate from the institution last studied.*

9. GENERAL INSTRUCTIONS

- 1 *Candidates should appear for Interview/Admission at their own cost.*
- 2 *If any candidate who is provisionally selected for admission fails to report to the Principal on or before the specified date and time or if he/ she fails to pay the fees indicated in the admission memo his/her selection will stand cancelled.*
- 3 *Late applications will not be considered under any circumstances.*
- 4 *Candidates from Universities other than Kannur University should produce migration Certificate and pass certificate at the time of interview/admission.*
- 5 *The applicant whose qualifying examinations other than a degree of the Kannur University should submit an eligibility certificate from the Kannur University at the time of admission.*
- 6 *Receipt of application will be acknowledged allotting a register number. The registration number as shown in the receipt should be mentioned in all future correspondence concerning admission.*
- 7 *Selection of Candidates will be made by the Principal as detailed in clause 3. Admission procedure.*
- 8 *The selection for admission will be provisional subject to verification of original documents and eligibility by the Head of the Institution. On verification, if any information given in the application is found to be false, the candidate will forfeit his/her claim for admission.*
- 9 *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 wish to get memo by ordinary post, he/she must attach a separate request to the Principal along with the application form.*
- 10 *The candidates called for interview should bring the originals of all the Certificates on the date specified at their own expense. T.C. should be produced within a week from the date of provisional admission.*
- 11 *A candidate who does not turn up for the interview as per the schedule 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.*
- 12 *The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time. Copies of the campus rules now in force in the institutions under IHRD are available in the office of the Colleges, for reference.*
- 13 *Use of mobile phones, performance of cinematic dance and fashion shows is strictly prohibited in the campus as per Govt. rules. Mobile Phones if caught during use in the campus will be confiscated and auctioned.*

10. 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.

(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 act or 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 applicant 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.

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

Thiruvananthapuram
 21.10.2021

Sd/-
 DIRECTOR