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## **Admission to Newly Sanctioned Four Year Undergraduate Programmes (FYUGP) in the seats to be filled up by the College of Applied Science, Kundara under IHRD, Govt. of Kerala and affiliated to University of Kerala during the academic year 2024–25**

The INSTITUTE OF HUMAN RESOURCES DEVELOPMENT (IHRD) is an institution with Government Educational institution status (as per order no. G.O (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. Online Applications are invited for admission to the seats to be filled up by the College of Applied Science, Kundara under Institute of Human Resources Development (IHRD) and affiliated to the University of Kerala during the academic year 2024-25

Online applications to be submitted through the website

[www.ihrdadmissions.org](http://www.ihrdadmissions.org)

### **College**

- 1.College of Applied Science, Kundara

### **FYUG Programmes**

1. BCA/BCA (Honors)/BCA (Honors with Research) (AICTE approved)

The FYUGP has a student centric approach in which the student can choose their own pathway for learning. On successful attainment of 133 (maximum of 150) credits in a three-year period, a student shall be awarded an Under Graduate Degree. In a four-year period, the student can successfully attain 177 (maximum of 200) credits and shall be awarded with Undergraduate Honors Degree/Undergraduate Honors with Research Degree. On completion of 3 years (6 semesters) the student has an option to exit the programme with 133 credits and shall be awarded with a Bachelor Degree.

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The students can acquire credits through the following categories of courses (subjects).

- \* General Foundation Courses.
  - \* Discipline Specific Core (DSC) Courses.
  - \* Discipline Specific Elective (DSE) Courses.
  - \* Multi-Disciplinary Courses. (MDC)
  - \* Ability Enhancement Courses. (AEC)
  - \* Value Added Courses. (VAC)
  - \* Skill Enhancement Courses. (SEC).
- 
- Fast Track Degree achievement in 5th Semester (2 ½ years) by pursuing Online courses in all the first five semesters for a maximum of 7 credits in each semester and once the same is approved by the respective Board of Studies
  - The switching of Major / College/University is permissible during the 3rd semester.
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# 1.COLLEGE & PROGRAMME WITH INTAKE

COLLEGES	FYUGP DISCIPLINE	University Quota	IHRD Quota	TOTAL SEATS
1. College of Applied Science Kundara Thettikkunnu , Kundara P.O Kollam. PIN-691501 Ph:0474-2580866, 8547005066 Email : <a href="mailto:caskundara.ihrd@gmail.com">caskundara.ihrd@gmail.com</a> Website : <a href="http://caskundara.ihrd.ac.in">caskundara.ihrd.ac.in</a>	BCA	16	16	32

## NOTE

1. 50 % Of the sanctioned strength that includes the seats reserved for SC/ST/SEBC/EWS will be filled up from each programme by the University based on the options exercised by the student through centralized allotment process (CAP 2024-25)
2. If the intake is enhanced during the academic year, selection for admission will be made from the candidate who have applied for admission against the prospectus.
3. In any matters of the context or doubt about the eligibility/selection/assessment of merit of the applicant University rules prevailing from time to time will be final and binding.
4. Students Admitted through CAP of the University and the 50% seats filled by the college half to pay the same fees as described in the



## 2. ELIGIBILITY FOR ADMISSION

Programme	Eligibility for Admission	Mode of calculation of Index Mark
Bachelor of Computer Applications (BCA)	A pass in Higher Secondary or any other examination recognized as equivalent thereto by the University of Kerala with Computer Science/ Computer Application/ Mathematics/ Informatics practices (IP) as one of the optional subjects	Total marks in Higher Secondary + Highest marks for Computer Science / Computer Application / Mathematics / Informatics Practices







### 3. ADMISSION PROCEDURE

Any candidate who desires to obtain admission in the IHRD College of Applied Science Kundara under the University of Kerala for the FYUGP should compulsorily register online through the online single window admission portal of the University of Kerala, before the closure of registration, irrespective of the Category (General/ SEBC/ EWS/ SC/ ST/ Community Quota/ Management Quota/ Candidates from Union Territory of Lakshadweep/ Jammu and Kashmir/ Tamil Linguistic Minority/ Inmates of Government Children's Home / Differently Abled Persons / widows /wards of Defence Personnel, killed or disabled in action or during peace time/ Sports etc.) to which he/she belongs.

There are two channels for obtaining admission to FYUG Programmes in IHRD College of Applied Science Kundara.

#### A) UNIVERSITY QUOTA

50% of the total intake for a programme, which includes all reservation quota seats will be filled up through Centralized Allotment Process (CAP) by the University of Kerala. For more information please refer University CAP website [www.admissions.keralauniversity.ac.in](http://www.admissions.keralauniversity.ac.in)

#### B) IHRD QUOTA

**Remaining 50% seats will be filled up by the colleges as Institution quota purely based on merit.** Candidates who wish to apply for the same have to submit duly filled up application online

15% of the total seats to be filled by the college are reserved for the candidates who have passed the THSS examination from the Technical Higher Secondary Schools managed by IHRD. Vacant seats under THSS quota if any will be allotted to General category at the time of admission. Rank list will be prepared by the college on the basis of merit as given below. For more information, please refer IHRD CAP website

[www.ihrdadmissions.org](http://www.ihrdadmissions.org)

## PREPARATION OF RANKLIST

The rank list for BCA Degree courses will be prepared based on the index marks obtained by the candidate, including weightage/deduction where ever applicable, unless otherwise mentioned.

### Standardization of marks for preparation of rank list for admission to FYUG Programmes

Higher Secondary Examination	CBSE/ISC	VHSE
<p>In the case of Higher Secondary Examination from 2010 onwards and VHSE (NSQF) from 2022 onwards, the index marks are to be calculated as follows. Total marks secured for Higher Secondary + Marks secured in the concerned subject</p> <p>Total marks secured for higher Secondary + Marks secured in the concerned subject.</p> <p>In the case of Higher Secondary Examination prior to 2010, normalize the total marks obtained out of 600 to 1200 and add twice the marks obtained in the subject concerned for calculation of index mark</p>	<p>In the case of other Boards such as CBSE and ICSE, normalize the total marks to 1200 and then add TWICE THE PERCENTAGE of marks obtained in the subject concerned</p> <p>For subjects which are not being offered at the qualifying Examination level, the marks of related subject or subjects, a knowledge of which is essential for the study of the subject proposed to be chosen for the First Degree Programme, shall be added to the total marks for the purpose of ranking</p>	<p>In the case of Vocational Higher Secondary examination, exclude the marks for vocational subjects and foundation course and normalize the marks as follows:</p> <ol style="list-style-type: none"> <li>1) In the case of VHSE students, prior to 2010, the marks for English (out of 100) to be normalized to 200. Marks for Optional (3 subjects) (Total <math>3 \times 100 = 300</math>) to be normalized to 400.</li> <li>2) In the case of VHSE students, from 2010 onwards, normalize as follows: <ol style="list-style-type: none"> <li>i. Normalize the marks obtained for English to 400</li> <li>ii. Normalize the marks obtained for optional subjects to 800</li> </ol> </li> </ol>



## WEIGHTAGE/DEDUCTION OF MARKS

The candidates who have attended for NSS/NCC /SPC during the academic year of the qualifying Examination (i.e. plus two only) will be eligible for 15 marks as bonus only under any one category. (NSS or NCC or SPC). In the case of candidates who get the eligibility for bonus marks, their ranking mark will be the sum of scored marks and the bonus marks

Weightage	NCC	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 the course of study at the Plus two level.
	NSS	For awarding bonus marks to NSS Participants NSS Certificates signed by the Competent Authority should be submitted
	SPC	For awarding bonus marks to SPC (Student Police Cadet) participants. Certificates signed by the Competent Authority should be submitted.
	Ex-Servicemen /dependents	<p>A weightage of 15 marks will be given to the widows and children of Jawan and Ex-servicemen for admission.</p> <p>(U.O.No.Ac.B.3/Misc./73dated30-10-1974). (AcademicCouncildated28-08-1974).</p> <p>To avail the weightage of bonus mark under the category “Ex-servicemen / widows or children of Jawans and Ex-servicemen”, the candidates should invariably produce an attested copy of certificate issued not earlier than six months from the last date of submission of application, from the military authorities or State/Zilla Sainik Welfare Officer to the effect that he/she is the son/daughter/widow of a Jawan / Ex-service man or an Ex-service man himself/herself</p>
	Scout and Guides	For awarding bonus mark to Scout and Guides, the certificate signed by the Competent Authority shall be submitted.(Only Rajyapuraskar & Nanmamudra Certificates are accepted)
Loosing of marks	Candidates will lose 10 marks for ranking purpose for each additional appearance he/she has taken for completing the qualifying examination.	

## RESOLVING OF TIE

- In the case of tie of index marks, the following will be considered
  - \* Marks of the subject opted
  - \* Marks of English
  - \* Date of Birth (older be placed higher in ranking)
  - \* Name of the Candidate (Alphabetical order))



# RESERVATION

## 4.RESERVATION

A candidate can claim only one benefit at a time as per his/her choice for a particular purpose. All the statutory reservation seats available will be filled up by the University as per the norms issued by the University of Kerala. The Percentage of total seats reserved for different categories are as follows.

SC	ST	SEBC and	EWS
15%	5%	30%	
		Ezhava	EZ 8%
		Muslim	MU 7%
		Latin Catholic	LC/SIUC 1%
		Other Backward Christian	BX 1%
		Other Backward Hindu	BH 3%
		EWS	10%

### Note

Please refer Prospectus for 2024-2025 in the University website. [www.admissions.keralauniversity.ac.in](http://www.admissions.keralauniversity.ac.in)



## 5. HOW TO APPLY

### SINGLE WINDOW REGISTRATION

Students will be able to apply for admission to IHRD Quota seats of all IHRD colleges, affiliated to University of Kerala with their choice of preference through single window registration and payment. Application for admission to various degree programmes in College of Applied Sciences against IHRD Quota seats is to be completed online through the website of IHRD [www.ihrdadmissions.org](http://www.ihrdadmissions.org) on or before the last date specified by the university. The printout of the online application along with documents is to be submitted to the Principal of concerned college at the time of admission.

### APPLICATION REGISTRATION FEE

The Single Registration fee for all IHRD colleges under University of Kerala will be Rs.750/- (Rs.250/- for SC/ST candidates). Application Registration fee payment will be accepted only through **SBI Collect** as per details in the IHRD admission portal. **Application Registration fee once remitted shall not be refunded under any circumstances.** The details of application Registration fee remitted should be entered in the admission portal while submitting the online application. **Applications without application Registration fee will be summarily rejected.**

**CANDIDATES SHOULD PAY THE REGISTRATION FEES ONLINE THROUGH SBI COLLECT ACCOUNT ONLY.**

Candidates shall not remit the fee in any other form like Demand Draft, Cheque etc.

### SUBMISSION OF APPLICATION

The print out taken after submitting online application along with supporting documents shall be submitted to the Principal of College of Applied Science, (Please see para 1, for the communication address of the Applied Science Colleges) at the time of admission only, if the candidate is selected provisionally in the rank list. Applications will be considered only if he/she has furnished the relevant certificates prescribed in the Prospectus. IHRD will not be responsible for non-receipt /late receipt of applications under any circumstances. **Late and incomplete applications/** applications not in the prescribed form/applications without supporting documents will be summarily rejected.



## 6. PROGRAMME FEES

### DETAILS OF FEES FOR EACH SEMESTER OF B.SC/B.COM/B. A

FEE PARTICULARS	BCA (Rs.)
Tuition fee	*17,270
Fee payable at the time of admission only	
Admission fee	330
Caution deposit (refundable)	1,000

\*In addition to the above, students have to remit other fee like **University fee, PTA membership fee, Exam fee** etc

## FEE REMITANCE SCHEDULE

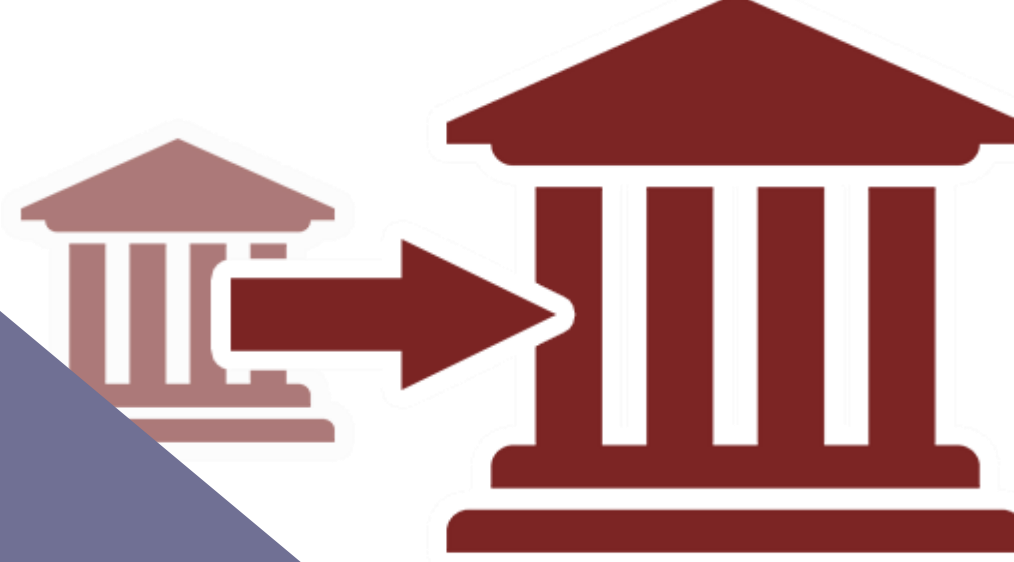
First semester fee to be paid at the time of admission and fee for all remaining semesters should be paid at the beginning of each Semester.

## FEE CONCESSION/CAUTION DEPOSIT

1. All students including SC/ST/OEC candidates are required to pay Caution Deposit irrelevant of category
2. The SC/ST/OEC candidates are exempted from payment of the prescribed fee on condition that they will submit application for educational concession to the SC/ST Development Department in the prescribed form along with supporting documents within 15 days from the date of admission. If they fail to do so, they should pay the prescribed fees. In case, the educational concession is not sanctioned by the SC development department, the student is liable to remit the entire fee. Sanctioning of educational concessions is also subject to the orders of SC Development Department/Government from time to time.
3. All students including those eligible for any type of Educational Concession from various Departments/Welfare Agencies, except the SC/ST/OEC Category, 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.

Touch or scan  
the QR code  
for visiting  
official IHRD  
Website





## 7. RULES FOR ISSUE OF TRANSFER CERTIFICATE

- a. Any student who gets admission to Degree programme later discontinues, his/her study from any one of the College of Applied Science, managed by IHRD, TC will be issued as per conditions specified in the G.O.(MS)no. 319/2017 /H.Edn (J) dated 29-12-2017. i.e. 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 the commencement of classes and if the vacated seat is consequently filled by another student by the last date of admission, the College will refund the fee collected after a deduction of the processing fee of Rs. 1,000/- (Rupees. One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, the candidate is eligible to get refund of the Caution deposit only. All such refund will be processed only after closure of Degree admission during the academic year 2024-25 by the University. Fee for the candidates getting admission in any of the College of Applied Science, managed by IHRD, during the same admission year will be adjusted after deducting the admission fee.
- b. If a student applies for TC to join Higher Option allotted by Centralized Allotment Process (CAP) for the degree admission of the University, the TC and other documents will be issued as per the University guidelines in time to time
- c. In case of Inter College transfer between CAS under IHRD within the same University and programme after the date of closure of admission, TC will be issued on payment of Rs.2000/- (Rupees Two Thousand Only) towards processing fee. In such cases, the applicant is eligible to get refund of 75% of the tuition fee only through inter institutional transfer.

*The rules a, b & c given above are applicable for all students admitted, including those admitted through Centralized Admission Process of University (CAP).*





# INSTRUCTIONS

## 8. GENERAL INSTRUCTIONS

- a) Selection of Candidates will be made by the Principal as detailed in clause 3 of Admission procedure
- b) 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(s) are mandatory. However, if a student wishes to get memo by ordinary post, he/she must attach a separate request to the Principal along with the print out of application form and a self-addressed stamped envelope.**
- c) Candidates should appear for Interview/Admission at their own cost. The Candidates should produce the following documents in original at the time of interview for admission.
  - 1. Matriculation Certificate.
  - 2. Plus Two Mark list of the qualifying examination
  - 3. Community/Income Certificates, if applicable for SC/ST/OEC candidates.
  - 4. T.C .and Conduct Certificate from the institution last studied.
  - 5. The applicant who's qualifying examinations other than a Plus two/Degree of the Board/University of Kerala should submit *an eligibility certificate* from the University of Kerala at the time of admission.
  - 6. Candidates from Board outside Kerala should produce migration Certificate and pass certificate.
- d) 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, the candidate 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.
- e) Within Campus, Uniform and Identity Card are mandatory  
Students will have to wear the prescribed Gender Neutral Uniform – Black Pants, Light Blue Half Sleeve Shirt.
- f) The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time. Copy of the Campus rules now enforce in the institutions under IHRD is available in the office of the Head of Institution and website, for reference.



## 9. PREVENTION OF RAGGING IN CAMPUS

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 programme willingly do.

### PROHIBITION OF RAGGING

Ragging within or outside of any educational institution is strictly prohibited.

## PENALTY OF 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), he 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  
10/07/2024

Sd/-  
DIRECTOR