



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram - 14.**

Proceedings

IHRD – CAS – Guidelines for the preparation of prospectus for Degree and PG admission
– Orders issued.

No. DA2/16049/11/IHRD

Dated, Thiruvananthapuram, 28th December, 2013

Read: Minutes of the meeting of committee constituted to review functioning of CAS held on 08.10.2013.

ORDER

In order to streamline the preparation of prospectus for the admission in Colleges of Applied Science, subcommittee for each University and a committee for prospectus were constituted in accordance with the decision taken in the committee constituted to review functioning of College of Applied Science held on 12.02.2013. However the existing system of preparing prospectus for Degree and PG admissions are not working as per the expected level. The matter was discussed in the review committee for College of Applied Science (ref. cited) and as per the decision taken in the meeting, the following directions are issued for the preparation of prospectus.

1. The 'Committee for Prospectus' would be the body responsible for the preparation of prospectus. The Committee consists of a total of four members representing each University and will be selected from the subcommittee of each University. There would be a convener for the "Committee for prospectus". The Convenor should initiate steps for the publishing of prospectus at the appropriate time.

The following are the members in the Subcommittees for each University.

University of Kerala	
Sri. Vaneeprasad. V.K	CAS, Mavelikkara (Convenor)
Smt. Latha. P	CAS, Karthikappally
Sri. Unnikrishnan Nair. K	CAS, Dhanuvachapuram
Mahatma Gandhi University	
Smt. Sindhu. S	CAS, Thodupuzha (Convenor)
Sri. Santhosh Babu. K	CAS, Adoor
Smt. Latha Nair. J	CAS, Mallappally
Calicut University	
Smt. Sapna Bharathan	CAS, Kozhikode (Convenor)
Sri. Pradeep Somasundaran	CAS, Vadakkenchery
Sri. Abdusammed. P	CAS, Vattamkulam
Kannur University	
Smt. Aysha. V	CAS, Pattuvam (Convenor)
Sri. Prof. P.V. Madhavan Nair	CAS, Manjeswaram
Sri. Prof. V. Gopinathan	Model College, Madikkai

The members of Committee for prospectus

1. Sri. Unnikrishnan Nair. K - Principal, CAS, Dhanuvachapuram (Convenor)
 2. Smt. Sindhu. S - Principal, CAS, Thodupuzha
 3. Smt. Sapna Bharathan - Principal, CAS, Kozhikode
 4. Smt. Aysha. V - Principal, CAS, Pattuvam
2. The convenor of the committee should prepare and transmit a format for collecting necessary data from the Head of Institutions of Colleges of Applied Science to incorporate in the prospectus. The Head of Institutions should submit the duly filled format to the convenor of subcommittee of the respective University strictly within the prescribed time frame.

3. The sub committees after preparing the draft prospectus would then forward the same to the 'Committee for prospectus' for finalization within the stipulated time.
4. The prospectus committee should submit the draft prospectus to the Director for final approval after due deliberations. The committee would be responsible for the content in the prospectus.
5. The committee for prospectus would be responsible for the issuance of application forms and prospectus on time. Hence forth communications/instructions of any kind will not be given from this office at any stage, for the preparation of prospectus.
6. The members of subcommittee and committee for prospectus are eligible for T.A/D.A as per rules for attending any meeting for the preparation of prospectus.
7. All earlier circulars/orders issued in this regard stands cancelled.

Sd/-
Dr. P.S. Sreejith
DIRECTOR

To

1. All Principals, CAS
2. Committee members for prospectus
3. Subcommittee members
4. AD (A&P) 5. AD (CAS) 6. A.O
7. F.O 8. S.F 9. O.C