

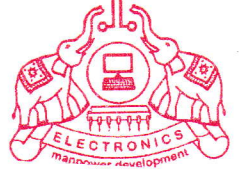
Institute of Human Resources Development

(Established by Government of Kerala)

Prajo'e Towers, Vazhuthacaud P O, Thiruvananthapuram- 695 014. Kerala.

Ph: +91 471 2322985, +91 471 2322501 Fax: +91 471 2322035

web: www.ihrd.ac.in. mail: director@ihrd.ac.in



No. DA2/6130/17/HRD

Dated :18.07.2017

From

The Director

To

The Principals

All Colleges of Applied Science
under IHRD

Sir/Madam,

**Sub: - IHRD - CAS - Admission to Degree Course - Collection of registration fee
- Clarification - reg:-**

Ref: - 1. Letter No. Nil dated. 01/07/2017 from the Principal CAS, Attappadi.

**2. Letter No. B/47/2017/CAS/TMSY dtd. 30.06.2017 the Principal, CAS,
Thamarassery.**

It has been noticed that certain Principals of Colleges of Applied Science were collecting registration fee of Rs. 200/- for admission to degree course for the seats allotted by CAP of University and prospectus fee of Rs. 20/- from the students allotted by University and students admitted under management which is highly irregular. In this regard the following clarifications are issued.

1. The registration fee collected from applicants for admission to seats allotted to college is the processing fee for admission process. Since there is no application processing in case of University allotted students, registration fee should not be collected from them. However, if University handover the vacant seats of CAP of University to the College to be filled up by conducting spot admission, the college has to follow normal admission formalities.

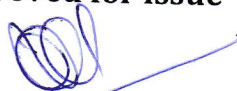
2. Further, head of institutions are directed to refund any registration fee collected from University allotted students.

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

3. There is no prospectus fee or application fee prescribed by IHRD. Principals shall collect only the photocopy charges, if the student request for copies of prospectus & application form from the college. Any excess charge already collected shall be refunded for the students.

Yours Faithfully
Sd/-
DIRECTOR

Approved for issue



Junior Superintendent

