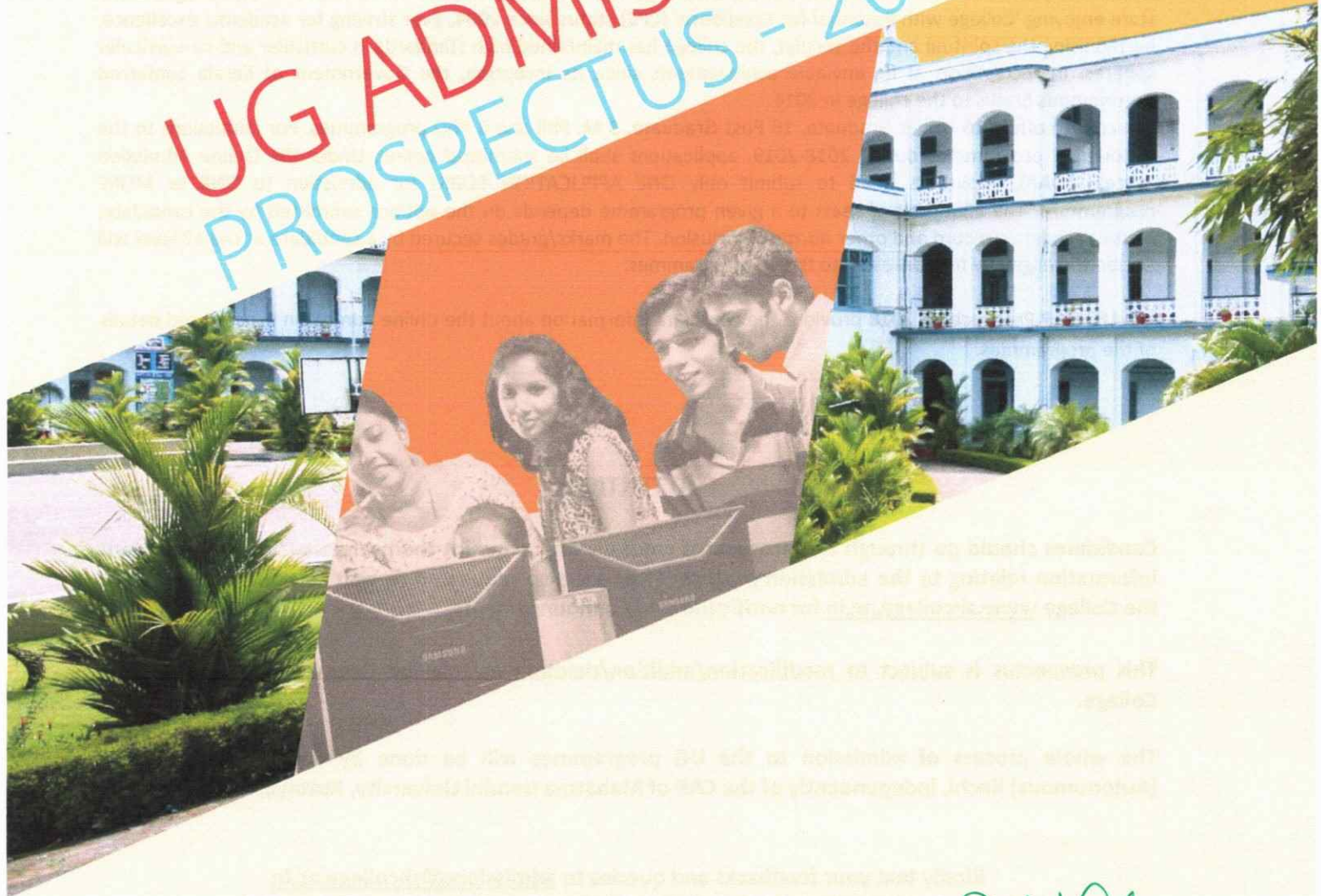


# UG ADMISSIONS PROSPECTUS - 2018



**SACRED  
HEART  
COLLEGE**  
Autonomous



Dr. Jose John  
Principal in Charge  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013

Thevara, Kochi, Kerala [www.shcollege.ac.in](http://www.shcollege.ac.in)



## PREFACE

Sacred Heart College (Autonomous), Thevara, Kochi, is a first grade college affiliated to the Mahatma Gandhi University, Kottayam, in Kerala. The college was established in 1944 by the Carmelites of Mary Immaculate (CMI), an indigenous religious congregation. It is the first CMI venture in the field of higher education. The college pursues the goal of holistic formation – nurturing the body, mind and soul with a social perspective - of the wards under its care, with unflinching devotion.

The college was accredited at the 'five star' level by the National Assessment and Accreditation Council (NAAC) of UGC in the year 2000 and re-accredited in the third cycle with 'A' Grade in 2013. It is one of the few colleges in the state enjoying 'College with Potential for Excellence' (CPE) status since 2004. Ever striving for academic excellence, harmonising the spiritual and the secular, the college has maintained high standards in curricular and co-curricular spheres. In recognition of its enviable achievements since its inception, the Government of Kerala conferred Autonomous Status to the college in 2014.

The college offers 16 Under Graduate, 16 Post Graduate, 3 M. Phil and 6 PhD programmes. For admissions to the various UG programmes during 2018-2019, applications shall be submitted online. Under the Online Admission Process (OAP), applicants need to submit only ONE APPLICATION FORM for admission to ONE or MORE programmes. The allotment of seats to a given programme depends on the options submitted by the candidate, his/her academic record and other norms of inclusion. The marks/grades secured by a candidate at the +2 level will decide the eligibility for admission to the UG programmes.

The **UG OAP Prospectus - 2018** provides the complete information about the online admission process and details of the programmes.

## ATTENTION

Candidates should go through the prospectus carefully and acquaint themselves with all the relevant information relating to the admission process. They are also requested to visit the official website of the College [www.shcollege.ac.in](http://www.shcollege.ac.in) for notification and announcements.

This prospectus is subject to modification/addition/deletion as may be deemed necessary by the College.

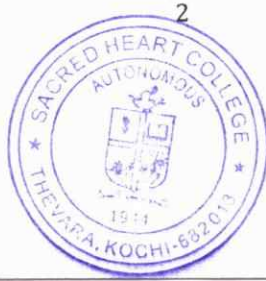
The whole process of admission to the UG programmes will be done by Sacred Heart College (Autonomous) Kochi, independently of the CAP of Mahatma Gandhi University, Kottayam.

Kindly text your feedbacks and queries to [admissions@shcollege.ac.in](mailto:admissions@shcollege.ac.in)  
Call us in 9447777787, 9447488971, 9447213350 (09.00 am – 05.00 pm only)  
For enquiries on Management Quota call 9446383377



### IMPORTANT POINTS

- ❑ Applications for admission to UG programmes for the academic year-2018-19 should be submitted online on or before the last date stipulated in the admission schedule.
- ❑ Online registration can be made by accessing the college website [www.shcollege.ac.in](http://www.shcollege.ac.in)
- ❑ Community quota is limited to candidates belonging to **Syrian Catholic (Syro-Malabar) church** and should be indicated in the space provided under '**Category**'.
- ❑ Payment of application/admission fees can be made through any branch of South Indian Bank or by NEFT /Debit card/Credit card/Fednet to the college A/C No. **065305300000001 of SIB.**
- ❑ Verify your personal as well as academic details carefully before final submission.  
**Once 'Final Submission' has been made, no modification of data is possible.**
- ❑ Fake registration by any person / institution will be viewed seriously and will be liable for punitive action.
- ❑ After submission of the application, the candidate shall note down the application number/maintain a copy of the online application for all future reference.
- ❑ Candidates claiming reservation/bonus marks should produce relevant certificates during the verification process.
- ❑ **Candidates seeking admission in the General / Community quota NEED NOT send the print out of the online application to the college.**
- ❑ However, those applying under **Management / Sports / Cultural / PD quota should submit/send a copy of the online application specifically** mentioning the quota under which admission is sought and a self- attested copy of the mark list addressed to "UG ADMISSIONS, Sacred Heart College, Thevara, Kochi- 682013" so as to reach the addressee before the last date and time of submission notified.
  - **Belated printout of the applications will be summarily rejected.**
  - **Verification of Original documents will be done by the college at the time of admission.**
- ❑ Applicants for Management /Community quota should include appropriate references (in case of **community quota**, a letter from the parish priest) and a processing fee of Rs 200 in case of Management quota seats.
- ❑ Candidates under PD quota/SC/ST quota/Cultural quota/Sports quota should attach relevant certificates mentioned in the prospectus.
- ❑ All candidates who secure allotment should report for admission at the college after remitting the required fees. Those who fail to do this will be treated as 'Not Joined' and further claim for admission by these applicants will not be entertained.
- ❑ Applicants should report for admission at the college with the downloaded admission memo. Candidates can view the status of their application and allotment by accessing the 'Application Status' link on the college web site. No memo will be sent by post from this office in any case.



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## 1. UG ADMISSION SCHEDULE - 2018

1.	<b>Notification for admission to UG Programmes</b>	<b>07.05.2018</b>
2	Online availability of Application Form and Prospectus	07.05.2018
3	Last date and time for submitting online application*	28.05.2018 - 05.00 pm
4	Publication of provisional rank list	30.05.2018 - 05.00 pm
5	Last date and time for reporting of errors in the provisional rank list, if any	31.05.2018 - 05.00 pm
6	Publication of final rank list and allotment	02.06.2018 05.00 pm
7	Admission to Cultural Quota/Commerce programmes	05.06.2018
8	Admission to Science programmes	06.06.2018
9	Admission to Arts programmes	07.06.2018
10	Admission to Management Seats	08.06.2018
11	Commencement of classes	09.06.2018
12	First Special allotment for SC/ST students	18.06.2018
13	Second Special allotment for SC/ST students	25.06.2018
14	Closing of Admission	30.07.2018

\*Last date for online submission of application will be subject to publication of results by HSE/CBSE whichever is later. Details of admission process will be published on the website.

If seats remain vacant even after the second special allotment, spot admission based on merit will be made from among the candidates who have applied for the same in the college, after notification on the college website.



## 2. CLASSIFICATION/CATEGORIZATION OF SEATS

The seats available in the college are mainly classified as **Merit seats, Community seats** and **Management seats**.

## 3. RESERVATION OF SEATS

### A. AIDED PROGRAMMES:

**3.1 Types of Reservation** - Out of the total Merit Seats available in the college under various UG Programmes, seats will be reserved for different categories under the following main items.

- i. Reservation for Nominees.
- ii. Reservation for Persons with Disabilities.
- iii. Special Reservation.
- iv. Mandatory reservation

**i. Reservation for Nominees:** An additional seat for each programme in the College shall be created exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up by other candidates. Such applicants should apply directly to the college office.

**ii. Reservation for Persons with Disabilities (PD):** 3% of the seats are reserved for candidates with disabilities for all programmes and shall be allocated from open merit seats. 1% (one percent of the seats in UG Programmes) of seats shall be reserved for each of the three sections of **Persons with Disabilities category (Blind, Deaf and Orthopaedically Challenged)** with provision for interchange of seats, if candidates are not available in a particular category in a year. The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability. 'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed. Candidates seeking admission under PD category should attach with their application form, an attested copy of the 'Certificate of Disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

**No reservation of seats is allowed for Blind candidates for Science subjects.**

**iii. Special Reservation:** - The seats reserved under **Sports Quota** and **Cultural Quota** come under this category. These seats shall be allocated from open merit seats.

**a) Sports quota:** - Two seats under each programme (Interchangeable) shall be reserved for candidates with outstanding records in sports & games. The applicant for admission to the Sports quota should have represented at least the District Sports Zone.

Preference shall be given to Sportsmen who have represented the State/National School Meet. The applicant shall produce the relevant certificate to prove District representation.

The following guidelines shall be followed in determining merit in sports for admission to the UG programmes. Marks shall be awarded to the First (Winner or the Winning Team), Second (Runner up or Runner up team), Third (third place) and participation as detailed in Table 3-1.

  
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a) Minimum eligibility for admission of a candidate to undergraduate programmes (Sports Quota) is representation of a district in the State Championship in addition to his/her satisfying academic eligibility.

b) For securing admission to UG programmes under Sports Quota, the performance of the candidate at 11<sup>th</sup> and 12<sup>th</sup> standards alone will be considered.

Sl. No.	Tournaments	Points for respective positions			
		First	Second	Third	Participation
1	Senior/Junior International Competitions	100	90	80	70
2	Senior/ Junior National Competitions	60	55	50	45
3	School Nationals(including CISCE,CBSE,HSE,VHSE)	40	35	30	25
4	Inter collegiate/ Senior/Junior State Championship (Inter District)	20	15	10	5

Table 3-1

b) **Cultural Quota:** - One seat for each degree programme (Interchangeable) shall be reserved for students who excel in Youth festival recognised by Director of Public Instruction (DPI). The selection shall be made from among the applicants for the cultural quota on merit as detailed in Table 3-2.


Level	Points of Participation		
	A	B	C
Kerala School Kalolsavam	20	10	5
Revenue District level Youth Festival	10	5	-

Table 3-2

- A person can score points only in one category
- The highest score will be counted
- Where bracketed, scores in other categories will be counted

**If vacancies arise due to discontinuation of candidates under Sports/Cultural/NRI/PDquotas, the next eligible candidate in the Rank List shall be admitted. In case there is no next eligible candidate, the vacant seat shall be merged with the general merit quota.**



  
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iv. **Mandatory Reservation:-**

The seats for each programme will be distributed as per the existing pattern given in Table 3-3.

Sl. No.	Seat Reservation	Seat Distribution (in Percentage)
1	Open Quota	50
2	Scheduled Caste	15
3	Scheduled Tribe	05
4	Community Quota	10
5	Management Quota	20

**Table 3-3**

The seats under **community quota** shall be reserved for students of the Roman Catholic Syrian (RCSC) **community** and such seats shall be filled on the basis of merit.

The seats under **management quota** shall be filled by the management from among candidates of their choice.

**B. SELF-FINANCING PROGRAMMES:**

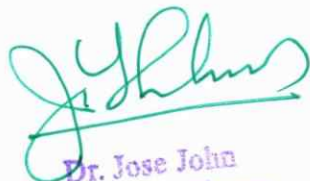
50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be distributed and filled as detailed in Table 3-4.

Distribution of 50% Seats earmarked under Merit category	Percentage of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava (ETB)	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

**Table 3-4**

The open quota seats will be filled purely on the basis of merit irrespective of the category/community to which the candidate belongs.



  
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