

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 and is the first CMI centre for 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 PG programmes during 2017-2018, applications shall be submitted online. A print out of the application shall be forwarded to the college so as to reach the office within the stipulated time given in the admission schedule. The allotment of seats to a given programme depends on the academic record and other norms of inclusion of the applicant. The marks /grades secured by a candidate at the UG level will decide the eligibility for admission to the PG programmes.

The **PG OAP – Prospectus – 2017** provides the complete information about the online admission process and details of the programmes.

**Kindly text your feedbacks and queries to admissions@shcollege.ac.in
Call us in 9447777787, 9447213350, 9447212846 (09.00 am – 05.00 pm only)
For enquiries on Management Quota call 9446383377**

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 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 PG programmes will be done by Sacred Heart College (Autonomous) Kochi, independently of the CAP of Mahatma Gandhi University, Kottayam.

IMPORTANT POINTS

- ❓ Application for admission to PG programmes for the academic year-2017-18 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
- ❓ Community quota is limited to candidates belonging to Syrian Catholic (Syro-Malabar) church and should be indicated in space provided for 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/copy of the online application for all future reference.
- ❓ Candidates claiming reservation/bonus marks should produce relevant certificates during the verification process.
- ❓ All candidates should send a printout of the online application (along with the chalan/NEFT copy, as applicable) and a self- attested copy of the mark list addressed to "PG ADMISSIONS, Sacred Heart College, Thevara, Kochi- 682013" so as to reach the addressee before the last date and time of submission notified. Those applying under **Management / Sports / Cultural / PD quota should submit/enclose an additional copy of the application specifically mentioning the quota under which admission is sought.**
Belated 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. PG ADMISSION SCHEDULE - 2017

1.	Notification for admission to PG Programmes	05.06.2017
2	Online availability of Application Form and Prospectus	05.06.2017
3*	Last date for the remittance of fee for online registration at branches of South Indian Bank	15.06.2017
4	Registration of candidates (online)	05.06.2017 - 15.06.2017, 5.00 pm
5	Last date for receiving the printed application and chalan	16.06.2017 03.00 pm
5	Publication of provisional rank list	17.06.2017, 05.00 pm
6	Last date and time for reporting of errors in the provisional rank list, if any	19.06.2017, 05.00 pm
7	Publication of rank list and waiting list	20.06.2017 05.00 pm
8	Reporting for admission to the college and payment of fees	22.06.2017
9.	Commencement of classes	24.06.2017
10	First Special allotment for SC/ST students	29.06.2017
11	Second Special allotment for SC/ST students	06.07.2017
12	Closing of Admission	30.07.2017

***Last date for online submission of application will be subject to publication of results by M G University. Details of admission process will be published only on the website.**

If seats remain vacant after admission from the waiting list, 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

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

3. RESERVATION OF SEATS

Types of Reservation: Out of the total Merit Seats available for various PG Programmes, seats will be reserved for different categories under the following main items:

- a) Reservation for Nominees
- b) Reservation for Persons with Disabilities
- c) Special Reservation and
- d) Mandatory Reservation

3.1 Reservation for Nominees: An additional seat shall be created in the college and added to the total merit seats exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up with other candidates. **The students who seek admission in this category should directly submit their application in the college.**

3.2 Reservation for Persons with Disabilities (PD): 3% of the seats (out of the total number of seats of all PG programmes in the college pooled together) are reserved for candidates with disabilities for all programmes and shall be allocated from open merit seats. 1% of the seats in PG programmes shall be reserved for each of the three sections of the physically handicapped (blind, deaf and orthopedically 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% marks in the qualifying examination from the prescribed minimum is allowed.

No reservation of seats is allowed for Blind candidates for Programmes which come under the Faculty of Science

Candidates seeking admission under PD category should attach with their online 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.

Mark Relaxation for PD candidates

A relaxation of 5% marks in examination from the prescribed minimum is allowed i.e. 45% marks for applicants for admission to M Sc and 40% marks for MA/M Com programmes

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

3.3.1 Reservation of seats under Sports Quota

The following norms are prescribed for admission under sports quota:

1. One seat for every 20 seats for M.A., M.Sc., M.Com Programmes
2. Where the number of seats is less than 20 for a subject, the seats may be pooled together, M.A., M.Sc., and M.Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.
3. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
4. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.
5. A minimum of one seat may be given if there are no sufficient seats.

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/University over the sportsmen who have represented the District/College. The applicant shall produce the Certificate from the Honorary Secretary of the State Association of the event concerned to prove District representation.

The following guidelines shall be followed in determining merit in sports and athletics for admission to the PG programmes.

Points shall be awarded to the 1st (Winner or winning team), Second (Runners up or Runners up team), Third (Third place) and participation as:

Category	1 st	2 nd	3 rd	Participation
International Meet of Universities	100	80	60	40
Combined Indian Universities team	75	50	25	15
National / Inter-State / All India Inter-University	40	20	15	10
South Zone Inter University	25	15	10	5

3.4 Reservation of seats under cultural quota

1. One seat for every 20 seats for MA, M Sc, M Com Programmes with permission for interchangeability.
2. Where the number of seats is less than 20 for a subject, the seats may be pooled together, MA, MSc and M Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.
3. Where the number of seats is still less than 15 after such pooling, all the PG programmes may be pooled together.
4. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked, if the excess number is 15 or more.
5. A minimum of one seat may be given if there are no sufficient seats.

The selection shall be made from among the applicants for the cultural quota on merit as follows.

LEVEL	Points of participation			
	1 st	2 nd	3 rd	4 th
National Inter University Youth festival/competition of Association of Indian Universities	50	30	20	10
Zonal inter University Youth festival / competition of Association of Indian Universities	30	20	10
Annual University Youth festival of any University in Kerala	20	1	5

In the absence of applicants who do not secure 1st, 2nd, 3rd and 4th places, candidates with 'A' grade shall be considered for admission.

Candidates who possess '**A Grade**' are:

1. A person can score points only in one category.
2. The highest score will be counted
3. Where bracketed, scores in other categories will be counted
4. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
5. Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.
6. He/She must be available for University events unless specifically exempted by the Principal of the college.

4. MANDATORY RESERVATION

4.1 The seats for each course will be distributed as per the existing pattern given below.

Sl No.	Name of Quota	% of Reservation
I	Open Quota	50 per cent
II	Scheduled Caste	15 per cent
III	Scheduled Tribe	05 per cent
IV	Community Quota	10 per cent
V	Management Quota	20 percent

The seats under **community quota** shall be reserved for students of the **RCSC community** and seats shall be filled on the basis of merit and the seats under **management quota** shall be filled by the management from **among candidates of their choice**.

4.2 For Self Financing programmes conducted in the college, 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 filled as detailed below.

Distribution of 50% seats ear marked under Merit category	% of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava. Thiyya, Billava	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

5. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

- (i) Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required.
- (ii) The claims for **mandatory** reservation once made in the Application form cannot be altered by the candidate under any circumstances.

5.1 Claim of OEC candidates against the un-availed seats of SC/ST candidates: Other Eligible Community (OEC candidates) who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates obtained from the revenue authorities concerned.

5.2 OTHER GENERAL RULES FOR MANDATORY RESERVATION

The unavailed seats by the SC candidates will be diverted to ST candidates and vice versa. The unavailed seats reserved for SC/ST shall be re-notified through print media. If such seats are remaining vacant even after re-notification, these shall be filled as detailed below.

(i) The unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belongings to SEBC. The seats the further remain unfilled shall go to open quota.

6. ELIGIBILITY FOR ADMISSION

6.1 Academic eligibility should be satisfied as on the last date for submission of academic data.

No candidate shall be admitted to the PG degree programme unless he / she possesses qualification and minimum requirement thereof.

6.2 If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later, admissions shall be denied or he/she shall be expelled from the educational institution.

6.3 (i) Candidates should have passed the corresponding degree examination under the 10, +2, +3 pattern with one core/main subject and two complementary / Subsidiary subjects from any of the universities in Kerala or of any other university recognized by Mahatma Gandhi University as equivalent thereto for admission, subject to the stipulation regarding marks.

OR

(ii) Candidates who have passed degree examination with double or triple main subject or candidates who have passed the degree examination in Vocational of Specialized programmes are also eligible for admission. However they have to submit copy of the Equivalency / Eligibility Certificate from Mahatma Gandhi University, stating that, their qualifying Examination is recognized for seeking admission to the relevant PG degree course(s) as possible, at the time of admission. The provision is not applicable in case of those applicants who have passed their qualifying examination from MG University.

(iii) The minimum requirements for admission to PG degree programmes are:

a) **M A PROGRAMMES**

75% of the total seats will be reserved for those who have taken the subject as optional (Core/Main) concerned under Part III of the BA Degree/Programme.

Graduates who have passed qualifying examination in CBCSS(NEW) pattern	Graduates who have passed qualifying examination in other patterns
1. M.A. Economics	
B A Economics / B Sc Mathematics / Statistics as Core programme with CGPA of not less than 4.5 out of 10 in the Core group (Core+ Open+ Complementary) or B Sc Degree holders in Cooperation and Banking with not less than 45% marks from Kerala Agricultural University.	B A Economics / B Sc Mathematics / Statistics under Part III (Main + Subsidiaries) with not less than 45% marks or BSc Degree holders in Cooperation and Banking with not less than 45% marks from Kerala Agricultural University.
Weightage of 10 marks shall be given to the candidates who have studied Economics as optional.	

2. M.A. English	
Graduates with English under Part III (Model I/II/III) and graduates in the other faculties of language and literature, Social sciences, Science, Oriental studies are eligible for applying for MA Programme in English provided they satisfy the eligibility criteria as detailed below.	Graduates with English under Part III (Model I/II/III) and graduates in the other faculties of language and literature, Social sciences, Science, Oriental studies are eligible for applying for MA Programme in English provided they satisfy the eligibility criteria as detailed below.
Applicants should possess CGPA of 4.5 out of 10 in the Core Group (Core plus Open and Complementary courses). However, if the CGPA scored by the applicant for common course is greater than the CGPA scored for core course, the CGPA scored for common course will be taken in to account for the calculation of index marks, provided they secure a minimum CGPA of 5.0 out of 10 for common course.	Applicants should possess 45% marks in main & subsidiary subjects under part III. However, if the marks scored by the applicant for Part I English is greater than the mark secured for Part III, the marks secured for Part I English will be taken in to account for the calculation of index mark, provided they secure a minimum of 50% marks for Part I English.

3. MA Digital Animation (SELF FINANCING) 4. MA Graphic Design (SELF FINANCING) 5. MA Cinema & Television (SELF FINANCING) 6. MCJ (SELF FINANCING)	
Graduates in any discipline with CGPA not less than of 4.5 out of 10.00 in the Core group	Graduates in any discipline with not less than 45% marks.

Admission to MA Digital Animation/Graphic Design/Cinema & Television/MCJ programmes will be based on an aptitude test and interview in addition to the marks obtained in the qualifying examination.

7. M A Sociology (SELF FINANCING)	
Graduates in the Faculties of Arts, Social Sciences, Science and Law with CGPA not less than 4.5 out of 10.0 for Part III Core Group (Core + Open + Complementary).	Graduates in the Faculties of Arts, Social Sciences, Science and Law with not less than 45% marks for Part III (Main/Core + Subsidiary /Complementary subjects)
Weightage of 10 marks shall be given to the candidates who have studied Sociology as optional. 75% of the total seats would be reserved for BA Sociology (Main) candidates.	

b) M SC PROGRAMMES

1. M Sc. Physics	
B Sc Physics under Part III Core Group (Core + Complementary + Open Courses) or Electronic Equipment maintenance with CGPA not less than 5.0 out of 10.	B Sc Physics under Part III (Main/Core + Subsidiary/Complementary subjects) or Electronic Equipment maintenance with not less than 50% marks.
2. M Sc Zoology	
B Sc Zoology under Part III Core Group (Core + Complementary + Open Courses) or Biological Techniques & Specimen preparation with CGPA not less than of 5.0out of 10.	B Sc Zoology under Part III (Main/Core + Complementary subjects) or Biological Techniques & Specimen preparation with not less than 50% marks.
3. M Sc Pure Chemistry	
B Sc Chemistry under Core Group (Core + Complementary + Open Courses) or Petrochemicals with not less than CGPA of 5.0 out of 10.	B Sc Chemistry under Part III (Main / Core + Subsidiary/ Complementary subjects) or Petrochemicals with not less than 50% marks.
4. M Sc Applied Chemistry	
B Sc Chemistry under Core Group (Core + Complementary + Open Courses) or Petrochemicals with not less than CGPA of 5.0 out of 10.	B Sc Chemistry under Part III (Main / Core + Subsidiary/Complementary subjects) or Petrochemicals with not less than 50% marks.
5. M Sc Mathematics	
B Sc Mathematics under Core group (Core + Complementary + Open courses) or BSc Statistics (core) or B Sc Computer Application with not less than CGPA of 5.0 out of 10	B Sc Mathematics under Part III(Main/Core + Subsidiary /Complementary subjects) B Sc Statistics (main) or B Sc Computer Application with not less than 50% of marks.
OR	
B Tech with not less than 50% marks in Mathematics (aggregate of all mathematics papers and a total of 50% for the entire course)	

6. M Sc Botany	
B Sc Botany under Core Group (Core + Open + Complementary) or Botany - Biotechnology (double main + Subsidiary/Complementary subjects)) with not less than CGPA of 5.0 out of 10.	B Sc Botany under Part III (Main/Core + Subsidiary /Complementary subjects or Botany - Biotechnology (double main) with not less than 50% marks.
7. M Sc Aqua Culture and Fish Processing (SELF FINANCING)	
B Sc degree in Industrial Fish and Fisheries, Aquaculture, Zoology, Botany, Life Sciences, Fishery Science with not less than CGPA of 5.0 out of 10 in the Core group (Core + Open + Complementary concerned)	B Sc degree in Industrial Fish and Fisheries, Aquaculture, Zoology, Botany, Life Sciences, Fishery Science with not less than 50% marks in the Optional subjects concerned including Subsidiaries.
Weightage of 10% marks scored by the candidate in Part III (Core/Main) shall be added to the total of Part III Subjects for those candidates who have taken subjects - Industrial fish and fisheries, Aquaculture and Fishery Science at graduate level.	
8. M Sc Environment Science (SELF FINANCING)	
B Sc degree in Botany, Zoology, Chemistry, Physics, Environmental Science, Environment Management, Microbiology, Biotechnology, Biochemistry, Agriculture, Horticulture, Forestry, any branch of Life Science, Geology with not less than CGPA of 5.00 out of 10 in the Core Group (Core + Complementary + Open Courses).	B Sc degree in Botany, Zoology, Chemistry, Physics Environmental Science, Environment Management, Microbiology, Biotechnology, Biochemistry, Agriculture, Horticulture, Forestry, any branch of Life Science, Geology with not less than 50% marks in Part III

c) M Com Programme

B Com/BBA/BBM under Core group with not less than CGPA of 4.5 out of 10	B Com/BBA/BBM under Core group with not less than 45% marks
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7. PREPARATION OF RANK LIST

- Under Pre-CBSS pattern, the rank of PG degree programmes will be prepared on the basis of the marks obtained in the qualifying examination in part III subjects unless otherwise mentioned, standardized to 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks if any.
- Under CBCSS (NEW) pattern, the CGPA secured for Part III Core group (Core +Complementary courses) unless otherwise mentioned shall be converted into marks out of 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any.

8. BONUS MARK

The bonus mark will be awarded as follows.

- Bonus of five marks** will be awarded to NCC and NSS candidates for admission to all programmes. **For NCC candidates the bonus marks will be awarded on the basis of the NCC certificates signed by the**

Director and issued by the Directorate provided the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programmes. An additional bonus mark of 3 will be given to 'A' certificate holders and 5 marks each to 'B' and 'C' Certificate holders in proof of their high proficiency.

b) In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately preceding the P.G programmes for which admission sought.

c) A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-service men seeking admission to the P.G. Programmes. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained 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 the applicant is the son/daughter of ex service man or an ex service man himself/herself. The certificate should clearly show that the benefit of reservation has not been granted earlier to any member in the family. In the absence of the above certificate the claim will not be considered.

d) The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC.

e) A bonus of 10 marks will be awarded to applicants who have graduated from Sacred Heart College, Thevara

f) Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks

9. DEDUCTION IN MARKS

9.1 Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below:

9.2 Handicap mark of 5 will be deducted from the total rank marks for each additional appearance he/she has taken for completing the qualifying examination. *Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.*

9.3 Wherever letter grades are given for the qualifying examination, the candidate should produce the relevant document so that the grades can be converted into actual marks. In the case of grades where marks range is given, the mid value will be taken for computation of index marks.

10. CALCULATION OF INDEX MARKS

Index mark is calculated after adding / deducting the weightage / bonus marks/ handicap marks, if any. For details regarding the weightage of marks for various programmes, please refer to clause, 6 relating to the eligibility for admission.

a) MA English

75% of the total seats will be reserved for those who have taken the subjects as optional (Model I/II/III).

Model I English

Index marks are calculated on the basis of percentage of marks secured for Part III Core course / Main or Part I Common course/ papers, whichever is higher.

CBCSS(NEW) Pattern	Pre CBCSS(NEW) Pattern
CGPA secured for Common courses/Core courses is converted into percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for Part III Main/Part I English converted into 1000.

Model II English

Index mark is calculated on the basis of percentage of marks secured for Part III Core/ Complementary courses.

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for Core courses is converted to percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for Part III Main/ Core English is converted into 1000.

Model III English (Double Main)

Index mark is calculated on the basis of percentage of marks secured for Part I English alone.

CBCSS Pattern (Double main)	Pre-CBCSS Pattern BA Communicative English (Single Main)
CGPA secured for core courses is converted to percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for Part I English is converted into 1000.

Model III English (Double Main/ Triple Main)

Index mark is calculated on the basis of percentage of marks secured for Core papers.

CBCSS Pattern	Pre CBCSS Pattern BA Communicative English (Triple Main)
CGPA secured for Core courses is converted to percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for part I English is converted into 1000.

Graduates in other programmes under Faculty of Language & Literature, Social Science, Science and Oriental Studies.

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for Part I Common courses is converted into percentage of marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for part I English is converted into 1000.

b) MA Social Sciences / MSc Programmes

CBCSS Pattern	Pre CBCSS Pattern
<p>CGPA secured for Part III Core + Complementary courses is taken into account for the calculation of index marks as stated below :</p> <p>{[CGPA (Core course) x total credit of core course] + (CGPA of complementary course - I X total credit for complementary course - I + (CGPA of complementary course - II X total credit for complementary course - II)} / Total credit for core courses + total credit for complementary courses) (A)</p> <p>(A) X 100.....(B)</p> <p>(i.e., marks out of 1000 for core plus complementary)</p> <p>{[CGPA (Core courses) X 60.....(C)</p> <p>(i.e, marks of Part III Core Standardized to 600)</p> <p>Index mark = B+ C + weightage + bonus marks - handicap marks, if any.</p>	<p>a) Marks secured for part III Main + subsidiary for Model I and marks secured for Core + Complementary + Vocational for Model II (standardized to 1000)(A)</p> <p>b) Marks secured for Part III main (Model I) / Core papers (Model II) out of 600(B)</p> <p>c) Index mark = A+ B + (Weightage + bonus marks, if any) - (handicap marks if any)</p>

c) M Com

CBCSS Pattern	Pre CBCSS Pattern
For Graduates who have passed B Com Model I Programme	
Index mark =CGPA secured for Core course X100 + weightage + bonus marks - handicap marks, if any.	Marks secured for part III Main papers is converted into 1000. Index mark is calculated after adding / deducting weightage /bonus/handicap marks, if any.
For Graduates who have passed B Com Model II / Model III / BBA/BBM	
CGPA secured for part III core courses is converted into percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10. Index mark is calculated after adding / deducting weightage/ bonus/ handicap marks, if any.	In the case of candidates who have passed BCom Model II, marks secured for Part III Core Papers is converted into 1000. In the case of candidates who have passed BBA total marks obtained excluding the marks of English, Social Project, Management Project, Viva shall be converted to 1000 and in the case of candidates who have passed BBM total marks obtained excluding the marks of English, Industrial training and project report and comprehensive Viva-voce shall be converted into 1000. Index mark is calculated after adding / deducting weightage/ bonus/ handicap marks, if any.

d) MA Digital Animation/Graphic Design/Cinema & Television/MCJ (SELF FINANCING)

Weightage of 50% of marks for the Core group optional subjects and 50% marks for Aptitude test and interview	Weightage of 50% of marks for Part III optional subjects and 50% marks for Aptitude test and interview
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Resolving of Tie: In the case of more than one candidate obtaining equal index marks (including weightage/deduction, if applicable), the candidate who has scored more marks in Part III Main will be placed higher in ranking. If the tie persists the candidate who has scored more marks in Part I common courses/papers English will be placed higher in ranking and if the tie still persists, the marks scored in Part II common course / additional language will be considered. If the tie still persists, the age of the candidates will be taken into account, the older being placed higher in the ranking. Even after this exercise, if the tie persists, the alphabetical order of the first name of the candidates will be taken into account.

Rounding of marks of 0.5 and above to the higher figure shall not be done while calculating the percentage of marks for minimum eligibility.

11. RELAXATION IN MARKS IN THE QUALIFYING EXAMINATION

11.1 Kerala Scheduled Caste/Scheduled Tribe Category: The minimum grade in the qualifying examination for admission to the PG Degree programmes is 'c' in the seven point scale for CBCSS and a pass for pre CBCSS applicants.

11.2 SEBC Category: A relaxation of 3% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.88 for CBCSS (2009), CCPA of 4.7 for CBCSS (2013) applicants and 47% marks for pre-CBCSS applicants for admission to M Sc programmes and CGPA of 1.68 for CBCSS (2009), CCPA of 4.2 for CBCSS (2013) applicants and 42% marks for pre-CBCSS applicants for admission to M.A/M.Com programmes

11.3 OEC Category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed (See Annexure I (c) i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013) applicants and 45% marks for pre - CBCSS applicants for admission to M Sc programmes and CGPA of 1.60 for CBCSS (2009), CCPA of 4.0 for CBCSS (2013) applicants and 40% marks for pre CBCSS applicants for admission to MA/M Com programmes.

11.4 Persons with Disability category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013) applicants and 45% marks for pre - CBCSS applicants for admission to M Sc programmes and CGPA of 1.60 for CBCSS (2009), CCPA of 4.0 for CBCSS (2013) applicants and 40% marks for pre CBCSS applicants for admission to MA/M Com programme.

12. ONLINE ADMISSION PROCESS (OAP)

The applicants need to submit only a single application form for applying online for admission to all the PG Degree Programmes in the college in the Open/Reservation Quota. **If a candidate submits more than one application his/her candidature is liable to be cancelled. The candidates seeking admission through management quota/ sports quota/cultural quota/and PD quota should submit an additional copy of the online application in person to the college.**

APPLICATION FEE

General candidates: **300/-** (including processing fee of 250/-)

SC/ST candidates: **150/-** (including processing fee of 100/-)

12.1 Steps for On-line Registration

1. For online registration of personal and academic data, the candidates must visit the web site, www.shcollege.ac.in and click on the link “ **PG Admissions 2017-2018**”.
2. In case you are a new applicant, click on “Registration” button and enter the registration details carefully.
3. On submission, a unique Password will be send to your email and mobile immediately.
4. Follow the instructions for remittance of Applications Fee. (Payment can be made by Chalan/NEFT/Debit card/ Credit card/Fednet. **RUPAY card will not be accepted**)
5. Generate a chalan print out/NEFT form if payment is made through these modes.
6. Approach the nearest **South Indian Bank branch** along with the chalan print out and remit the required fee.
7. After remitting the fee, collect the chalan/NEFT copies from the Bank.
8. **Failure to remit the application fees on time may result in your application being rejected.**
9. Log on to your account using the User name (Date of birth) and unique Password.
10. Click on “Application Form” icon.
11. Fill in the Application Form with personal details, academic eligibility and the options correctly.
12. Candidates should click the “Save” button to save the entries made from time to time.
13. Verify with the relevant documents and confirm the details entered on-line.
14. **Follow the instructions precisely before uploading your recent photograph.**
15. After satisfying himself/herself that the details entered are correct, the applicant shall press the “Final Submission” Button.
16. **Only after completing this step, will the Application Number get activated.**
17. Take a print out of the filled up application form for your future reference.
18. Send a copy to the college office (along with the chalan/NEFT copy, as applicable) and a self-attested copy of the mark list.
19. Errors in the provisional rank list, if any, may be brought to the notice of the college office during the dates indicated in the admission schedule.

SPECIAL ATTENTION

After pressing ‘Final Submission’ button, no modification of data is possible. Hence, make double sure that all entries are made correctly before ‘Final Submission’.

All candidates should send/submit a printout of the online application (along with the chalan of the fee paid if applicable) and a self- attested copy of the mark list addressed to “PG ADMISSIONS, Sacred Heart College, Thevara, Kochi-13” so as to reach the addressee before the last date and time of submission notified. Those applying under Management / Sports / Cultural / PD quota should send/submit an additional copy of the application specifically mentioning the quota under which admission is sought. Belated applications will

be summarily rejected. Verification of original documents will be done by the college at the time of admission.

13. POST ALLOTMENT ACTIVITIES

Reporting at the College for admission: All students who get allotment should report for admission at the college. Those who fail to do this will be treated as **Not Joined** and further claim for admission by these applicants will not be entertained. The candidates should produce the following documents in original before the Principal/Head of the college/institution at the time of admission.

- a. Copy of the online application.
- b. Allotment Memo received online.
- c. Certificate to prove date of birth (Copy of Class X Mark List).
- d. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
- e. Grade card/ Mark lists of all parts of the Degree examination and Provisional/Degree Certificate.
- f. Medical certificate from a qualified medical practitioner indicating his/her health status and blood group. (No specific format)
- g. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Universities.
- h. Migration Certificate, if applicable.
- i. Caste certificate in the case of SC/ST candidates.
- j. Relevant ORIGINAL certificates in case of candidates who have availed bonus/weightage of marks (NSS/NCC/Ex-servicemen).

The college authorities, after verifying the above documents, shall admit the candidate.

14. SEATS AND FEE SCHEDULE * (per annum)

1. AIDED PROGRAMMES

Course	No. of Seats	FEES		
		General (Rs)	SC/ST/ OEC(Rs)	OBC/KPCR (Rs)
MA Economics	20	7403	2775	4165
M Com	20	7403	2775	4165
M A English	15	9153	4525	5815
M Sc Mathematics	12	7103	2475	3865
M Sc Physics	10	9003	3175	4565
M Sc Chemistry (Pure)	18	9503	3675	5065
M Sc Chemistry (Applied)	12	9503	3675	5065
M Sc Botany	12	9503	3675	5065
M Sc Zoology	10	9503	3675	5065

2. SELF-FINANCING PROGRAMMES

Course	Seats	FEEs
		General (Rs)
M A Digital Animation	12	90000 + 20000 (Caution Deposit) + 5000 (Admission Fee)
M A Cinema & Television	12	90000 + 20000 (Caution Deposit) + 5000 (Admission Fee)
M A Graphic Design	12	90000 + 20000 (Caution Deposit) + 5000 (Admission Fee)
M C J	12	60000 + 20000 (Caution Deposit) + 5000 (Admission Fee)
M A Sociology	20	42500 + 1000 (Caution Deposit)
M Sc Aquaculture & FP	12	44000 + 2000 (Caution Deposit)
M Sc. Environmental Science	12	45000 + 2000 (Caution Deposit)

* Subject to revision by M G University/Govt.

** Fee concession /Scholarships are available for meritorious and deserving students

14.1 Candidates belonging to SC/ST communities allotted against merit seats or against the seats reserved for them are exempted from payment of fee. Candidates belonging to OEC admitted against merit seats or against the un-availed seats of SC/ST are exempted from payment of fee (As per G.O.(Ms) No.14/2005/SCSTDD dated 5.4.2005 & G.O.(Ms) No.36/07/SCSTDD dated 03.07.2007

14.2 Claim for fee concession to OEC Candidates : Candidates belonging to Other Eligible Communities (OEC) are exempted from payment of fee at the time of allotment to Under Graduate Programmes irrespective of annual family income as per G.O.(Ms) No.36/07/SCSTDD dated 03.07.2007. They should provide Community Certificate from the Village Officer along with the Application Form, in order to avail this benefit.

14.3 SC/ST/OEC candidates will have to pay the 'Caution Deposit' as per rules.

RAGGING IS A CRIME

The "Honorable Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the student concerned shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution.