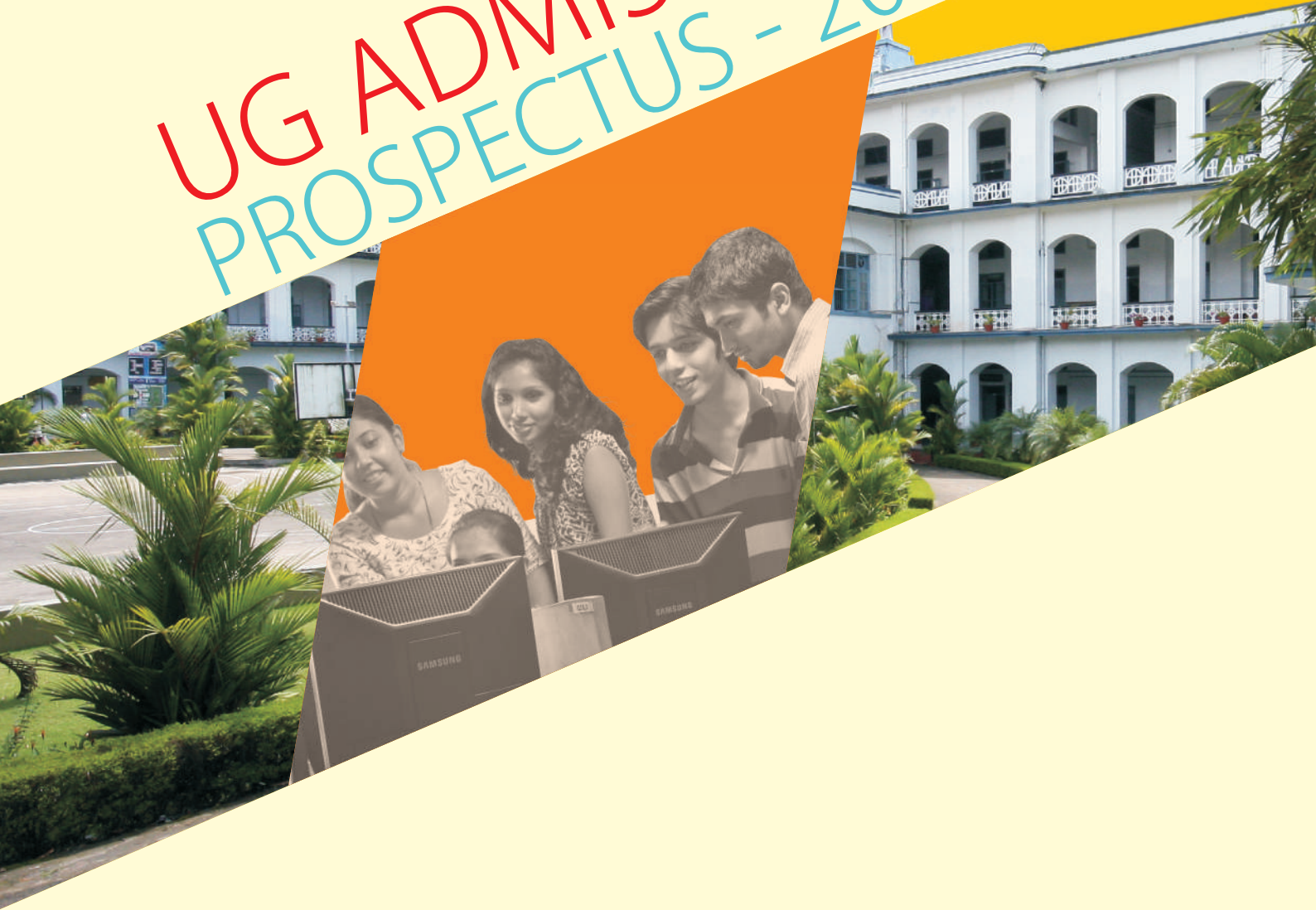


# UG ADMISSIONS PROSPECTUS - 2018



SACRED  
HEART  
COLLEGE  
Autonomous



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.

## **TABLE OF CONTENTS**

<b>1. UG OAP SCHEDULE -2018</b>	<b>4</b>
<b>2. CLASSIFICATION/CATEGORIZATION OF SEATS</b>	<b>5</b>
<b>3. RESERVATION OF SEATS</b>	<b>5</b>
<b>4. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED</b>	<b>8</b>
<b>5. ELIGIBILITY FOR ADMISSION</b>	<b>8</b>
<b>6. PREPARATION OF RANK LIST</b>	<b>10</b>
<b>7. ONLINE ALLOTMENT PROCESS (OAP)</b>	<b>12</b>
<b>8. POST ALLOTMENT ACTIVITIES</b>	<b>14</b>
<b>9. SEAT &amp; FEE SCHEDULE</b>	<b>15</b>

## 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.

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.**

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.*



#### **4. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED**

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

**4.1 Claims for Reservation under Kerala Scheduled Castes/Scheduled Tribes Quota:-**Candidates claiming reservation under Kerala Scheduled Castes/Scheduled Tribes Quota should obtain caste/community certificate from the Village Offices concerned.

**4.2 Other General Rules for Mandatory Reservation:-**The seats unavailed by the SC candidates will go to ST candidates and vice versa. The unavailed seats reserved for SC/ST shall be re-notified twice through print media and a special allotment shall be conducted exclusively for filling up vacant seats of SC/ST candidates. If such seats are remaining vacant even after re-notification, these shall be filled as detailed below:-

**A.** The unfilled seats shall be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota.

**B.** 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 Village Officer concerned.

#### **5. ELIGIBILITY FOR ADMISSION**

**Academic eligibility as prescribed by Mahatma Gandhi University should be satisfied as on the last date of submission of academic data.**

**In the case of candidates who have passed examinations of other Boards/Institutes/Governments, except CBSE/CISCE, they shall be admitted only if these examinations have been declared equivalent to the qualifying examinations of MG University.**

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

**No candidate shall be admitted to the degree programme unless he/she possess the qualifications and minimum requirements thereof.**

##### **5.1 Programmes under Faculty of Humanities**

- 1. BA English (Model II: Copy Editor)**
- 2. BA Economics**
- 3. BA Sociology**
- 4. BA Animation & Graphic Design (Self- financing)**

Admission to all BA Degree Programmes shall be open only to candidates who have passed Plus Two or equivalent examination or an examination recognized by MG University as equivalent thereto.

**Aptitude test and interview will be conducted for BA Animation and Graphic Design.**

## 5.2 Programmes under Faculty of Science

Admission to all B.Sc. Degree programmes shall be open only to candidates who have passed the Plus Two or equivalent examination or an examination recognized by MG University as equivalent thereto with the Main subject they propose to offer for the B.Sc. programme as one of the subjects. The eligibility criteria for admission to various programmes are given below.

- 1. B.Sc. Botany:** Candidates should have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.
- 2. B.Sc. Chemistry:** Candidates should have passed the Plus Two/equivalent examination with Chemistry as one of the optional subjects at Plus Two level.
- 3. B.Sc. Computer Applications (Three Main) (Self- financing):** Candidates should have passed the Plus Two/equivalent examination with Mathematics as one of the optional subjects.
- 4. B.Sc. Mathematics:** Candidates should have passed the Plus Two/equivalent examination with Mathematics as one of the optional subjects.
- 5. B.Sc. Physics:** Candidates should have passed the Plus Two/equivalent examination with Physics as one of the optional subjects.
- 6. B.Sc. Zoology:** Candidates should have passed the Plus Two/equivalent examination with Biology as one of the optional subjects.
- 7. BCA Mobile Applications and Cloud Technology:** Candidates should have passed the Plus Two/equivalent examination with Mathematics/Statistics as one of the optional subjects. **(Classes will be held from 04.00 pm on all working days)**

## 5.3 Programmes under Faculty of Commerce

1. B Com Taxation (Aided)
2. B Com Taxation (Self-financing)
3. B Com Travel & Tourism (Self-financing)
4. B Com Computer Application (Self-financing)
5. BBA (Self –financing) **(Classes will be held from 04.00 pm on all working days)**

Admission to the B.Com Degree Programmes shall be open only to candidates who have passed the Plus Two or equivalent examination recognized by the Mahatma Gandhi University with Book-Keeping and Accountancy and any two of the following subjects, viz., (1) Commerce (2) Commercial Correspondence and Commercial Geography (3) Economics (4) Life Insurance with Salesmanship (5) Banking with Secretarial Practice (6) Business Studies (7) Mathematics (8) Computer Science/ Computer applications (9) Informatics Practice & Management (10) Informatics Practice (11) Management (12) Accountancy as optional under Part III of the Examination.

**OR**

Have passed Plus Two or equivalent examination recognized by MG University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.

For admission to **BBA Integrated Marketing and New Media** the candidates should have passed Plus Two/equivalent examination recognized by MG University

**For SC/ST applicants, only a pass minimum is required. For SEBC and OEC applicants 3% and 5 % relaxation of marks respectively are allowed.**

**Second languages will be allotted at the time of admission by the college based on the preference of the candidate and availability at the college without incurring any additional financial commitment on the part of the Government/University and without any change in the existing staff pattern of the department concerned.**

## **6. PREPARATION OF RANK LIST**

The Rank List shall be prepared on the basis of ranking marks arrived at as follows:

**6.1** Handicap of Five marks for every successive attempt after the first attempt subject to a maximum of twenty marks will be deducted from the total marks in the case of those who have taken two or more chances to complete the examination. The number of chances means the number of chances taken for passing any part of the qualifying examination after the prescribed programme period. Appearance for improvement of marks shall not be considered as an additional chance.

**6.2** No handicap marks for SAY (Save a Year) pass outs shall be imposed if admitted in the same academic year but five marks shall be deducted if he/she is ranked in the admission list of the succeeding year. Candidates who have passed the qualifying examination under SAY scheme or such supplementary scheme are eligible to apply for First Year programme in the same academic year, but they have to produce the mark lists on or before the closing date of admission as notified by the college.

### **6.3 Resolving of Tie**

If the index marks of more candidates happen to be the same, then for breaking the 'tie', the following criteria shall be followed one after another in the order given below:

1. The candidate who has scored higher marks in the concerned elective subject shall be placed senior in the rank list. For B.Com. programme, Business Studies (Commerce) shall be considered as the Elective subject.
2. The candidate who has scored higher marks for Part III Subjects (or the Subjects other than Languages, if Part is not specified) taken together shall be placed senior in the rank list.
3. The candidate who has scored higher marks in Part I (English if Part is not specified) shall be placed senior in the rank list.
4. The candidate who has scored higher marks in Part II (Second Language if Part is not specified) shall be placed senior in the rank list.
5. By giving residential weightage (at District/State Levels)
6. Preference shall be given to candidates who are elder, and the age difference shall be calculated in completed years only, rounding off fractions. (As candidates having difference in age less than one year happen to be admitted in the same class).

## 6.4 Bonus Marks

The Bonus Marks will be awarded as follows:

1. Bonus of 15 marks shall be awarded to applicants with NCC (National Cadet Corps) or NSS (National Service Scheme) Certificates at **'Plus Two level'** for admission to all programmes. In respect of NCC candidates, the bonus marks will be awarded on the basis of NCC Certificates signed by the Director and issued by the Directorate of NCC to candidates who have secured at least 75% attendance after having participated in its activities during the programme of study **immediately preceding the programme for which admission is sought.** An additional bonus mark of 3 will be given to 'A' Certificate holders, 5 marks to 'B' Certificate holders and 5 marks to 'C' Certificate holders in proof of their high proficiency.
  2. In respect of NSS candidates, the bonus marks will be awarded on the basis of NSS Certificates issued by the competent authority.
  3. Bonus of 15 marks shall be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-servicemen seeking admission to the Degree Programmes. Applicants to this category should invariably produce along with the application form 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 of an ex-service man or an ex service man himself/herself.
- a. **The benefit of bonus marks can be availed by a candidate only under one category i.e., either NSS or NCC.**
  - b. **Bonus marks shall be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks.**

## 6.5 Indexing of Marks

B.A. English	Total marks obtained in the qualifying examination <b>less</b> handicap marks <b>plus</b> twice the marks secured in Part I English of the Plus Two/equivalent examination <b>plus</b> weightage of 50 marks to those who have taken English as one of the optional subjects for the qualifying exam <b>plus</b> bonus marks if any.*
Total marks obtained in the qualifying examination <b>less</b> handicap marks <b>plus</b> the marks obtained for the optional subject concerned at the qualifying examination <b>plus</b> a subject weightage of 50 marks in the case of those who have taken the subject concerned at the qualifying examination <b>plus</b> bonus marks if any. The subject concerned for the award of 50 marks as weightage will be as indicated below:	
B.A. Economics	Total marks obtained in the qualifying examination <b>less</b> handicap marks <b>plus</b> a subject weightage of 50 marks in each of the two optional subjects under Part III (subject to a maximum of 100 marks) <b>plus</b> bonus marks if any. The optional subjects under Part III will be Economics, History/World History, Politics, Mathematics and Statistics. *
B.A. Sociology	Weightage of 50 marks for History or Civics or Economics or Politics/ Political Science or Elements of Political Science /Social Work/Sociology.*

B.Sc. Programmes other than Computer Science	Total marks obtained in Part III of the qualifying examination <b>less</b> handicap marks <b>plus</b> marks obtained for the particular subject concerned for which admission is sought <b>plus</b> bonus marks if any. *
B.Sc. Computer application	Total marks obtained in Part III <b>less</b> handicap marks <b>plus</b> marks obtained for Mathematics <b>plus</b> bonus marks if any.*
BCA Mobile applications and Cloud Technology	Total marks obtained in Part III <b>less</b> handicap marks <b>plus</b> marks obtained for Mathematics/Statistics <b>plus</b> bonus marks if any.*
B.Com.	Marks obtained in Part III Optional at +2/equivalent exam <b>less</b> handicap marks <b>plus</b> a weightage of 50 marks in each of the three subjects of Commerce combination, subject to a maximum of 100 marks <b>plus</b> bonus marks if any. The optional subjects concerned under Part III will be Commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-Keeping and Accountancy, Economics, Life Insurance and Salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Statistics Computer Science/Computer Application, Informatics Practice, Management, Informatics Practice & Management.*
BBA Integrated Marketing and New Media	Total marks obtained in the qualifying examination <b>less</b> handicap marks <b>plus</b> bonus marks if any.*
BA Animation and Graphic Design	Admission to the BA Animation Degree Programmes shall be open only to candidates who have passed the Plus Two or equivalent examination recognized by the Mahatma Gandhi University. Achievements in the field of Arts, Music and Culture will be preferred. Aptitude test and interview will be conducted for BA Animation and Graphic Design. Test details will be published on college web site.
* Marks obtained for the subjects in other streams, viz, CBSE, ICSE etc shall be standardized to that of Kerala Higher Secondary i.e, 200 marks per paper (200marks X 6=1200 i.e., total marks). But the marks obtained for vocational subjects in VHSE/THSE, etc. will be excluded while calculating index marks.	

Table 6-1

## 7. ONLINE ADMISSION PROCESS (OAP)

The applicants need to submit only a single application for applying online for admission to all the UG Degree Programmes in the college in the Open/Reservation Quota (**sports quota/cultural quota/Lakshadweep quota and Persons with Disabilities (PD) quota**). **If a candidate submits more than one application his/her candidature is liable to be cancelled.** The candidates seeking admission through Lakshadweep quota should submit separate application directly to the college. The above candidates can also apply under the Online Application Process, if they are to be considered for general allotment in which case the selection will be based on merit/communal quota.

## APPLICATION FEES

For all applicants except SC/ST	:	250/- (including processing fee of 200/-)
For SC/ST candidates	:	100/- (including processing fee of 50/-)

### 7.1 Remittance of Fee and Submission of Applications

Submission of application i.e. registration of personal and academic data as well as options for programmes shall be done **on-line**. Before submitting the application, candidates are advised to verify the **details of academic programmes in the college including hostel facilities through the website of the college**, in addition to the information given in this prospectus. Before selecting a programme the applicant shall satisfy himself/herself that he/she possesses the prescribed qualification for applying for the programme.

### 7.2 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 “ **UG Admissions: 2018-2019**”.
2. In case you are a new applicant click on “ New 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 mode.
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. 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'.

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 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.

### **8. POST ALLOTMENT ACTIVITIES**

#### **8.1 Reporting at the College for admission:**

All students who get allotment should report for admission at the college after remitting the requisite fee in the bank. 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** at the time of admission.

1. Allotment Memo received online.
2. Receipt of application fee remitted in the bank.
3. Certificate to prove date of birth.
4. Transfer Certificate (TC) from the Institution last attended.
5. Conduct Certificate from the Head of the institution last attended (**the conduct of the student shall be either be GOOD/ VERY GOOD or EXCELLENT**).
6. Mark lists of all parts of the Plus Two / equivalent examination.
7. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Boards/Institutes/governments, except CBSE/CISCE
8. Migration Certificate, if applicable.
9. Medical certificate from a qualified medical practioner indicating the health status of the candidate and his/her blood group.
10. Caste certificate in the case of SC/ST candidates. Any other documents required to be produced by the Head of Institution.
11. Community Certificate along with income certificate from the revenue authorities concerned to the effect that annual family income of all members of family from all sources taken together is less than Rs. 6 lakhs in the case of SEBC candidates who claim reservation under SEBC category. The income certificate should not have been issued earlier than 12 months prior to the submission of application.
12. Candidates shall produce the relevant certificates if they wish to avail of bonus/weightage of marks, if any.

The college authorities, after verifying the above documents, shall admit the student. The students who get admission should remit the fee applicable to the course in the institution at the time of admission. The allotted

applicants should download the admission memo from the website and produce the same at the time of reporting at the college.

## 8.2 Confirmation of Allotment

As the allotment is based on the information furnished by the candidate online, the eligibility should be confirmed at the time of admission. The principal shall verify the details furnished in the allotment memo in respect of the candidate by comparing the same with the original documents produced by the candidate. **Any discrepancy shall result in the invalidation of the allotment and admission shall be denied to such candidates.** The University shall verify the records produced by the candidates who got admission in due course and any discrepancy detected will lead to cancellation of the allotment.

## 9. SEATS AND FEE SCHEDULE\*(per annum)

### 1. AIDED PROGRAMMES

Course	No. of Seats	FEES	
		General/OBC/ KPCR (Rs)	SC/ST/ OEC (Rs)
BA Economics	60	5838	2175
BA Sociology	30	5838	2175
B Com Taxation	60	5838	2175
BA English	24	10838	7175
BSc Mathematics	32	5988	2175
BSc Physics	48	6638	2175
BSc Chemistry	48	6638	2175
BSc Botany	40	6588	2175
BSc Zoology	48	6688	2175

**NB: Fees will be reimbursed to OBC/KPCR candidates as and when scholarship is granted to them.**

### 2. SELF-FINANCING PROGRAMMES

Couse	Seats	FEES
		General (Rs)
B Com Taxation	40	29850
B Com Travel & Tourism	40	33850
B Com Computer Application	60	33350
B Sc. Computer Application	30	42175
B A Animation and Graphic Design	40	70925 +20000: Caution deposit+ 5000: Admission fee
BBA/BCA	30	70925 +20000: Caution deposit+ 5000: Admission fee

\* Subject to revision by M G University/Govt.



**9.1** 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

**9.2** 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.

**9.3** 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.