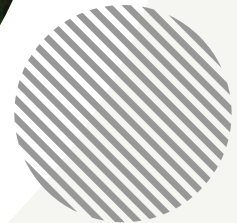




SACRED  
HEART  
COLLEGE  
Autonomous



Thevara, Kochi - 682013



# ADMISSION PROSPECTUS POSTGRADUATE PROGRAMMES 2024

## ADMISSION HELPLINE

General Enquiries : 9188400502 | Management Quota Enquiries : 9188400503  
Email ID: admissions2024@shcollege.ac.in Visit : [www.shcollege.ac.in/admissions](http://www.shcollege.ac.in/admissions)

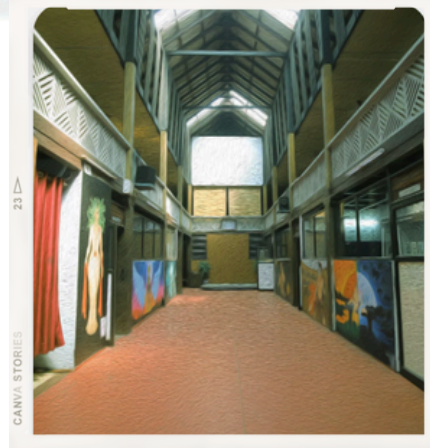
# SH CAMPUSES

## LAKEVIEW CAMPUS (Main Campus & Administrative Block)



### EAST CAMPUS ( Self-Financing Division)

### SCHOOL OF COMMUNICATION ( Media Campus)



3 Campuses  
3500+ Students  
250+ Faculties  
100+ Supporting Staff

23 Undergraduate Honours Programmes  
20 Postgraduate Programmes  
1 Integrated PG Programme  
7 Ph.D Programmes



# PG Programmes Offered



## LAKEVIEW & ADMINISTRATIVE CAMPUS (MAIN CAMPUS)

### Aided Programmes

- MA Economics
- MA English Language & Literature
- M Com Finance
- M Sc Aquaculture Fish Processing
- M Sc Botany
- M Sc Chemistry
- M Sc Mathematics
- M Sc Pharmaceutical Chemistry
- M Sc Physics
- M Sc Zoology

### Self-financing Programmes

- M Sc Aquaculture & Fish Processing

### Self-financing programmes

- MA English Language & Literature
- MA Sociology
- M Com (Finance and Taxation)
- MSc Computer Science (AI)
- MSc Environmental Science



## EAST CAMPUS (SELF-FINANCING DIVISION)



## SCHOOL OF COMMUNICATION (MEDIA CAMPUS)

### Self-financing programmes

- MA Cinema & Television
- MA Digital Animation
- MA Graphic Design
- MA Journalism & Mass Communication

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Sacred Heart College is an Autonomous institution affiliated to Mahatma Gandhi University, Kottayam. Admission for both Undergraduate & Postgraduate Programmes is done directly through the college and not through University CAP Process. "The College Admission Committee / Management have not appointed any agencies or individuals outside the institution for helpline and conducting admission processes."

Candidates are requested to read the prospectus carefully and familiarise themselves with all the relevant information related to the admission process and visit [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.

For general queries: 9188400502  
E - mail: [admissions2024@shcollege.ac.in](mailto:admissions2024@shcollege.ac.in)

**For Management Quota Admissions & Enquiries, Contact : 9188400503**

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## IMPORTANT POINTS TO REMEMBER

All candidates who wish to apply for PG Programmes for the academic year 2024-25 irrespective of category shall register online.

- Visit [www.shcollege.ac.in/admissions](http://www.shcollege.ac.in/admissions) for online registration
- Candidates shall register online on or before the last date specified in the schedule which will be published in the website
- The candidate will receive a username and password upon registration
- The registration fee is ₹400/- for candidates other than SC/ST and ₹150/- for SC/ST candidates
- The application fee for management quota is ₹500/-.
- Candidates who wish to be considered in management quota shall submit the filled in management quota application form and the related documents in the admission portal as a single pdf file.
- The registration fee can be remitted through debit/credit cards or net banking.
- Category (SC/ST or others) once selected cannot be altered in any further stage of the registration process
- Preference means the candidate's choice of programme
- Candidates shall verify his/her personal as well as academic details carefully before final submission
- Any erroneous data shall be corrected on or before the closing date of online registration
- The print out of the application form can be taken only after the closing date of online registration
- Candidates claiming reservation under sports quota, cultural quota, persons with disability and transgender category shall register online and upload the relevant documents while registering. *Those seeking admission in the Cultural / Sports/PWD quota should send/submit the print out of the online application along with relevant copies of the certificates to the college either directly / by post.* (Kindly check the college website for address )
- The candidates shall not send any hard copies to the college.
- The rank list will be published in the college website on the date mentioned in the admission schedule
- Selected candidates shall report to the college with all the relevant documents on the date mentioned in the admission schedule
- All communications pertaining to admission will be communicated through email and website only

### ADMISSION HELPLINE

## Postgraduate Programmes Offered

### Faculty of Commerce

Sl.No.	Programme	Type	Campus	Seats
1	M Com	Aided	Main Campus	20
2	M Com	Self-Financig	East Campus	30

### Faculty of Fine Arts

Sl.No	Programme	Type	Campus	Seats
3	MA Cinema & Television	Self-Financing	School of Communication	12
4	MA Digital Animation	Self-Financing	School of Communication	15
5	MA Graphic Design	Self-Financing	School of Communication	12

### Faculty of Language & Literature

Sl.No	Programme	Type	Campus	Seats
6	MA English Language & Literature	Aided	Main Campus	15
7	MA English Language & Literature	Self-Financing	East Campus	30

### Faculty of Social Science

Sl.No	Programme	Type	Campus	Seats
8	MA Economics	Aided	Main Campus	20
9	MA Journalism & Mass Communication	Self-Financing	School of Communication	20
10	MA Sociology	Self-Financing	East Campus	20

### Faculty of Environmental & Atmospheric Sciences

Sl.No.	Programme	Type	Campus	Seats
11	M.Sc. Environmental Science	Self-Financing	East Campus	20

#### ADMISSION HELPLINE

## Postgraduate Programmes Offered

### Faculty of Science

Sl.No.	Programme	Type	Campus	Seats
12	M.Sc. Aquaculture & Fish Processing	Self-Financing	Main Campus	20
13	M.Sc. Aquaculture & Fish Processing	Aided	Main Campus	12
14	M.Sc. Computer Science	Self-Financing	East Campus	30*
15	M.Sc. Botany	Aided	Main Campus	12
16	M.Sc. Chemistry	Aided	Main Campus	18
17	M.Sc. Pharmaceutical Chemistry	Aided	Main Campus	12
18	M.Sc. Mathematics	Aided	Main Campus	10
19	M.Sc. Physics	Aided	Main Campus	10
20	M.Sc. Zoology	Aided	Main Campus	10

*\*subject to change upon the university order*

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## ELIGIBILITY FOR ADMISSION

- **Age Limit** : There is no age limit for applying to various post graduate programmes conducted in colleges affiliated to the University.
- 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.**
- 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.

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 or 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 P.G. Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

iii. The minimum requirements for admission to PG Degree Programmes are:

In the case of those subjects for which applicants who have taken the subjects as optional at Under Graduate level and are declared qualified to seek admission.

### ADMISSION HELPLINE



	<b>Graduates who have passed qualifying examination in CBCSS (2009) pattern</b>	<b>Graduates who have passed qualifying examination in CBCCS (2013/2017/2017) pattern</b>	<b>Graduates who have passed qualifying examination in other patterns</b>
(a)	<b>M.A. ENGLISH</b>		
	Graduation in English under (Model I/II/III) or graduation in other faculties of language and literature, social science, science, oriental studies are eligible for applying for MA programme in English provided they satisfy the eligibility criteria as detailed below.	Graduation in English under (Model I/II/III) or graduation in other faculties of language and literature, social science, science, oriental studies are eligible for applying for MA programme in English provided they satisfy the eligibility criteria as detailed below.	Graduation in English (Model I/II/III) or graduation in other faculties of language and literature, social science, science, oriental studies are eligible for applying for MA programme in English provided they satisfy the eligibility criteria as detailed below.
	<p style="text-align: center;"><b>English Language &amp; Literature Model I</b></p> <p>Candidates should possess CGPA of 1.80 out of 4.00 in the Core Group (core plus open and complementary courses). However, if the CGPA scored by the graduate for common course is greater than the CGPA scored for core course, the CGPA scored for common course will be taken into account for the calculation of index marks, provided they secure a minimum CGPA of 2.00 for common course.</p>	<p style="text-align: center;"><b>English Language &amp; Literature Model I</b></p> <p>Candidates should possess CCPA of 4.5 out of 10.00 in the Core Group (core plus open and complementary courses). However, if the CCPA scored by the graduate for common course is greater than the CCPA scored for core course, the CCPA scored for common course will be taken into account for the calculation of index marks, provided they secure a minimum CCPA of 5.00 for common course.</p>	<p style="text-align: center;"><b>English Language &amp; Literature Model I</b></p> <p>Candidates should possess 45% marks in main &amp; subsidiary subjects under Part III. However, If the mark scored by the graduate for Part I English is greater than the mark secured for Part III, the mark secured for Part I English will be taken into account for the calculation of index mark, provided they secure a minimum of 50% marks for Part I English.</p>
	<b>Weightage of 10% marks scored for Part III Core/Main/Part I Common courses as the case may be shall be given to the candidates standardizing the marks secured for the same to 600</b>		
	<p style="text-align: center;"><b>English Language &amp; Literature Model II</b></p> <p>Candidates should possess a CGPA of 1.80 out of 4.00 in Core Group (Core + open + Complementary)</p>	<p style="text-align: center;"><b>English Language &amp; Literature Model III</b></p> <p>Candidates should possess a CCPA of 4.5 out of 10.00 in Core Group (Core + open + Complementary)</p>	<p style="text-align: center;"><b>English Language &amp; Literature Model II</b></p> <p>Candidates should possess 45% of marks in the Part III subjects (Main + subsidiaries)</p>
<b>Weightage of 10% marks scored for Part III Core/Main courses as the case may be shall be given to the candidates after standardizing the marks secured for the same to 600</b>			

**ADMISSION HELPLINE**



<p><b>English Literature &amp; Communication Studies Model III (Double Main)</b> Candidates should possess a CGPA of 1.80 out of 4.00 in Core Group (Core + Open + Complementary). Weightage of the equivalent 5% scored for Core Course shall be given</p>	<p><b>English Literature &amp; Communication Studies Model III (Double Main)</b> Candidates should possess a CCPA of 4.5 out of 10.00 in Core Group (Core + Open+Complementary). Weightage of the equivalent 5% scored for Core Course shall be given</p>	<p><b>BA Communicative English Model III (Single Main)</b> Candidates should possess a minimum of 50% marks in Part I English (3 papers) and 45% in the Part III subjects (Main + subsidiaries).For the calculation of Index Marks, marks scored in Part I alone is taken into account</p>
<p><b>Weightage of 5% marks scored for Part III Core courses/papers as the case may be shall be given to the candidates after standardizing the marks secured for the same to 600</b></p>		
<p><b>English Literature, Communication Studies &amp; Journalism Model III (Triple Main)</b> Graduates should possess a CGPA of 1.80 out of 4.00 in Core Group (Core + open + Complementary). Weightage of the equivalent 5% scored for Core Course shall be given</p>	<p><b>English Literature, Communication Studies &amp; Journalism Model III (Triple Main)</b> Graduates should possess a CCPA of 4.5 out of 10.00 in Core Group (Core + open + Complementary). Weightage of the equivalent 5% scored for Core Course shall be given</p>	<p><b>English Literature, Communication Studies &amp; Journalism Model III (Triple Main)</b> Graduates should possess 45% in Part III subjects. The marks secured for the following papers are taken into account for the calculation of index marks 1. Phonetics 2. History of English Literature 3. English Poetry 4. English Essays and Fiction 5. English Drama 6. Literary, Criticism</p>
<p><b>Weightage of 5% marks scored for Part III Core courses/papers as the case may be shall be given to the candidates after standardizing the marks secured for the same to 600</b></p>		
<p><b>Other graduates in the faculties of Language &amp; Literature, Social Science, Science &amp; Oriental Studies</b></p>		
<p>Graduates should possess a CGPA of 2.00 out of 4.00 in six common papers for Part I and secure CGPA of 1.80 Core Group (Core + Complementary + Open Courses)</p>	<p>Graduates should possess a CCPA of 5.00 out of 10.00 in six common papers for Part I and secure CCPA of 1.80 Core Group (Core + Complementary + Open Courses)</p>	<p>Graduates should possess 50% marks in Part I English (3 papers) and 45% marks in the Part III subjects (Main + subsidiaries).</p>
<p><b>The marks secured for Part I English for conventional mark system must be out of 300 and a minimum of 19 credits is required for Part I English in the case of those who have studied in grading system.</b></p>		

Candidates who have passed B Com Model I, Model II /III, Vocational BA/B Sc (Model II/III – CBCSS & Pre CBCSS except BA Communicative English Model III Triple main pre CBCSS pattern) degree programmes and

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New generation programmes are not eligible to apply for admission to M.A. English, Hindi, Arabic, Sanskrit, Malayalam etc., based on the marks obtained in Part I /Common Course – I – English or Part II / Common Course – II – Second Language, since the content of Language & Literature of Part I & II of these degree programmes is not sufficient enough to pursue the above PG Programme.

	<b>Graduates who have passed qualifying examination in CBCSS (2009) pattern</b>	<b>Graduates who have passed qualifying examination in CBCSS (2013/2017) pattern</b>	<b>Graduates who have passed qualifying examination in other patterns</b>
	<b>M.A. Economics</b>		
(b)	Graduation in Economics /Mathematics / Statistics with not less than CGPA of 1.8 out of 4 in the core group (Core + Open + Complementary)	Graduation in Economics /Mathematics / Statistics with not less than CCPA of 4.5 out of 10 in the core group (Core + Open + Complementary)	Graduation in Economics /Mathematics /Statistics with not less than 45% marks in the Part III subjects (Main+ subsidiaries) or B.Sc.Degree holders in Co-operation and Banking with not less than 45% marks from Kerala Agricultural University.
	<b>Weightage of 10 marks shall be given to the candidates who have studied Economics as Core/ Main. 75% of the total seats would be reserved for B.A Economics (Main Model I/II) candidates.</b>		
	<b>MA Sociology</b>		
(c)	Graduation with not less than CGPA of 1.8 out of 4 in the Core Group (Core + Open + Complementary)	Graduation with not less than CCPA of 4.5 out of 10.00 in the Core Group (Core+ Open + Complementary)	Graduation with not less than 45% marks in the Part III subjects (Main/Core + Subsidiaries/ Complementaries)
	<b>Weightage of 10 marks shall be given to the candidates who have studied Sociology as Core/Main. 75% of the total seats would be reserved for B.A Sociology (Main Model I/II) candidates.</b>		
	<b>Master of Arts in Journalism and Mass Communication</b>		
(d)	Any student with a bachelor's degree in any subject with a minimum mark of 45 percent or as per the university regulations is eligible to apply for admission to the MA Communication and Journalism programme. A relaxation of 5 percent of marks is given to SC and ST students to secure admission to the Programme. Candidates must clear a written test based on aptitude and general topics related to media and English, and an interview. The written test and interview will have equal weightage (i.e. 50:50), based on which a Merit List will be drawn.		
	<b>MA Digital Animation /MA Graphic Design</b>		
(e)	Graduation in Graphic Design or related fields or a graduation in any field with not less than CCPA of 4.5 out of 10.00 in the Core Group (Core + Open + Complementary). The admission shall be based on an Aptitude test and Interview for all candidates and the merit list be drawn based on a 70:30 distribution for the Aptitude Test and Interview respectively. An additional weightage will be given to students who have graduated in Graphic Design/Animation field		

**ADMISSION HELPLINE**



(f)	<b>MA. CINEMA &amp; TELEVISION</b>
	<p>a) Basic academic qualification is a graduation in Multimedia/ Visual Communication/ Animation and Graphic Design/ Animation and Visual Effects/Visual Arts/OR related fields OR a graduation in any field with a Diploma in Multimedia/Visual Communication/ Animation and Graphic Design/ Animation and Visual Effects/ Visual Arts/ORrelated fields with aptitude in media field and adequate software knowledge.</p> <p>b) Candidates should submit a port-folio of their works along with their application.</p> <p>c) Candidates will be finally selected after a qualifying examination and an interview.</p> <p>d) Merit list will be drawn on the basis of the port-folio, qualifying examination and interview (that is, 20:40:40)</p>

	<b>Graduates who have passed qualifying examination in CBCSS (2009) pattern</b>	<b>Graduates who have passed qualifying examination in CBCSS (2013/2017) pattern</b>	<b>Graduates who have passed qualifying examination in other patterns</b>
	<b>M Sc Botany</b>		
(g)	Graduation in Botany or Botany - Biotechnology (double main) with not less than CGPA of 2.00 out of 4 in the Core Group (Core + Open + Complementary).	Graduation in Botany or Botany - Biotechnology (double main) with not less than CCPA of 5.00 out of 10.00 in the Core Group (Core + Open + Complementary).	Graduation in Botany or Botany-Biotechnology (double main) with not less than 50% marks in the Part III Subjects (Main/Core + subsidiaries/Complementaries)

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	Graduates who have passed qualifying examination in CBCSS (2009) pattern	Graduates who have passed qualifying examination in CBCSS (2013/2017) pattern	Graduates who have passed qualifying examination in other patterns
	<b>M Sc Environmental Science</b>		
(h)	Graduation in Botany/Zoology/Chemistry/Physics/ Environmental Science/ Environmental Management/ Microbiology/ Biotechnology/ Biochemistry/ Agriculture/ Horticulture/ Forestry/ any branch of Life Science/Geology/ Geography with not less than CGPA of 2.00 out of 4 in the Core Group (Core+ Complementary + Open Courses).Engineering degree in Civil/ Mechanical/ Chemical/ Environmental Branch with not less than CGPA of 2.00 out of 4.	Graduation in Botany/Zoology/Chemistry/ Physics/Environmental Science/Environmental Management/ Microbiology/ Biotechnology/ Biochemistry/ Agriculture/ Horticulture/ Forestry/ any branch of Life Science/ Geology/ Geography with not less than CCPA of 5.00 out of 10.00 in the Core Group (Core + Complementary+ Open Courses).Engineering degree in Civil/ Mechanical/ Chemical/ Environmental Branch with not less than CCPA of 5.00 out of 10.00.	Graduation in Botany/Zoology/Chemistry /Physics/Environmental Science/Environmental Management/ Microbiology/ Biotechnology/ Biochemistry/ Agriculture/ Horticulture/ Forestry/ any branch of Life Science/ Geology/ Geography with not less than 50% marks in Part III subjects (Main/Core+subsidiaries/Complementaries). Engineering degree in Civil/ Mechanical/ Chemical/ Environmental Branch with not less than 50%marks.
	<b>Weightage of 10% of 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 which come under Biological Sciences viz, Botany, Biochemistry, Biophysics, Biotechnology, Microbiology and Zoology after standardizing the marks scored for the same to 600</b>		
	<b>M Sc Chemistry</b>		
(i)	Graduation in Chemistry/ Petrochemicals with not less than CGPA of 2.00 out of 4 in Core Group (Core + Complementary + Open Courses).	Graduation in Chemistry/ Petrochemicals with not less than CCPA of 5.00 out of 10.00 in Core Group (Core + Complementary + Open Courses).	Graduation in Chemistry/ Petrochemicals with not less than 50% marks in Part III subjects (Main/Core + subsidiaries/Complementaries).

**ADMISSION HELPLINE**

	<b>M Sc Pharmaceutical Chemistry</b>		
(j)	Graduation in Chemistry with not less than CGPA of 2.00 out of 4 in Core Group (Core + Complementary + Open Courses).	Graduation in Chemistry with not less than CCPA of 5.00 out of 10.00 in Core Group (Core + Complementary + Open Courses).	Graduation in Chemistry with not less than 50% marks in Part III subjects (Main/Core + subsidiaries/ Complementaries).
	<b>M Sc Mathematics</b>		
(k)	Graduation in Mathematics/ Statistics / Computer Application with not less than CGPA of 2.00 out of 4. 00 in the Core Group (Core + Complementary + Open Courses)	Graduation in Mathematics/ Statistics / Computer Application with not less than CCPA of 5.00 out of 10. 00 in the Core Group (Core + Complementary + Open Courses)	Graduation in Mathematics/ Statistics /Computer Application with not less than 50% marks in the Part III subjects (Main/Core+ subsidiaries/Complementaries)
	<b>M Sc Physics</b>		
(l)	Graduation in Physics or Electronic Equipment maintenance with not less than CGPA of 2.00 out of 4 in the Core Group (Core + Complementary + Open Courses)	Graduation in Physics or Electronic Equipment maintenance with not less than CCPA of 5.00 out of 10.00 in the Core Group (Core + Complementary + Open Courses)	Graduation in. Physics or Electronic Equipment maintenance with not less than 50% marks in the Part III subjects(Main/Core+ + subsidiaries/Complementaries)
	<b>M Sc Zoology</b>		
(m)	Graduation in Zoology or Biological Techniques & Specimen Preparation with not less than CGPA of 2.00 out of 4.00 in the Core Group (Core + Complementary + Open Courses)	Graduation in Zoology or Biological Techniques & Specimen Preparation with not less than CCPA of 5.00 out of 10.00 in the Core Group (Core + Complementary + Open Courses)	Graduation in Zoology or Biological Techniques & Specimen Preparation with not less than 50% marks in the Part III subjects(Main/Core+ + subsidiaries/Complementaries)

**ADMISSION HELPLINE**

	<b>M Sc Aquaculture &amp; Fish processing</b>		
(n)	<p>Graduation in Zoology or Botany/Biotechnology with zoology as complementary subject/ BFSc / B Sc Aquaculture with not less than CGPA of 2.00 out of 4.00 in the Core Group (Core + Complementary + Open Courses) or B. Voc. Commercial Aquaculture , B.Voc. Fish Post Harvest Technology and Management</p>	<p>Graduation in Zoology or Botany/Biotechnology with zoology as complementary subject/ BFSc / BSc Aquaculture with not less than CCPA of 5.00 out of 10.00 in the Core Group (Core + Complementary + Open Courses) or B. Voc. Commercial Aquaculture , B.Voc. Fish Post Harvest Technology and Management</p>	<p>Graduation in Zoology or Botany/Biotechnology with zoology as complementary subject/ BFSc / B Sc Aquaculture with not less than 50% marks in the Part III subjects (Main/Core+ subsidiaries/ Complementaries) or B. Voc. Commercial Aquaculture , B.Voc. Fish Post Harvest Technology and Management</p>
	<b>M Sc Computer Science (Artificial Intelligence)</b>		
(o)	<p>Graduation in Computer Applications (BCA) or BSc degree with Mathematics/ Computer Science/ Electronics /IT as one of the subjects with not less than CGPA of 2.00 out of 4.00 in the Core Group (Core + Complementary + Open Courses) or B Tech Computer Science</p>	<p>Graduation in Computer Applications (BCA) or BSc degree with Mathematics/ Computer Science/ Electronics /IT as one of the subjects with not less than CCPA of 5.00 out of 10.00 in the Core Group (Core + Complementary + Open Courses) or B Tech Computer Science</p>	<p>Graduation in Computer Applications (BCA) or BSc degree with Mathematics/ Computer Science/ Electronics /IT as one of the subjects with not less than 50% marks in the Part III subjects (Main/Core+ subsidiaries/ Complementaries) or B Tech Computer Science.</p>
	<b>M Com</b>		
(p)	<p>Graduation in Commerce/BBA/BBM with not less than CGPA of 1.80 out of 4 in the Core Group (Core + Complementary + Open Courses).</p>	<p>Graduation in Commerce /BBA/BBM with not less than CCPA of 4.5 out of 10 in the Core Group (Core + Complementary + Open Courses).</p>	<p>Graduation in Commerce /BBA/BBM with not less than 45% marks in the Part III (Main/Core + subsidiaries/ Complementaries).</p>

**ADMISSION HELPLINE**

## 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 relating to the eligibility for admission.

### a) MA English

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

#### Model I English

Index mark is 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 Pattern (2009)	CBCSS Pattern (2013/2017)	Pre CBCSS Pattern
CGPA secured for common courses/ core courses is converted into percentage marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	CCPA secured for common courses/core courses is converted into percentage marks by multiplying the same by 10. 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 is converted into 1000

#### Model II English

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

CBCSS Pattern (2009)	CBCSS Pattern (2013/2017)	Pre CBCSS Pattern
CGPA secured for core courses is converted into percentage marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	CCPA secured for core courses is converted into percentage marks by multiplying the same by 10. 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.

#### ADMISSION HELPLINE

**Model III English (Double Main)**

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

<b>CBCSS Pattern (2009)</b>	<b>CBCSS Pattern (2013/2017)</b>	<b>Pre CBCSS Pattern</b>
CGPA secured for Corepapers is converted into percentage of marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	CCPA secured for Core papers is converted into percentage of marks by multiplying the same by 10. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for the following papers is converted into 1000. i. Phonetics ii. History of English Literature iii. English Poetry iv. English Essays and Fiction v. English Drama Literary Criticism

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

<b>CBCSS Pattern (2009)</b>	<b>CBCSS Pattern (2013/2017)</b>	<b>Pre CBCSS Pattern</b>
CGPA secured for Part I Common courses is converted into percentage of marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	CCPA secured for Part I Common courses is converted into percentage of marks by multiplying the same by 10. 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.

**ADMISSION HELPLINE**



### MA / M Sc Programmes

CBCSS Pattern (2009)	CBCSS Pattern (2013/2017)	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> $\frac{\{[CGPA (\text{Core course}) \times \text{total credit of core course}] + (\text{CGPA of complementary course} - I \times \text{total credit for complementary course} - I + (\text{CGPA of complementary course} - II \times \text{total credit for complementary course} - II)]\}}{\text{Total credit for core courses} + \text{total credit for complementary courses}}$ <p style="text-align: center;">..... (A)</p> <p>(A) X 250..... (B)</p> <p>(i.e., marks out of 1000 for core plus complementary) <math>\{[CGPA (\text{Core courses}) \times 6 \times 25 \dots\dots\dots (C)]\}</math></p> <p>Total credit for core courses (i.e, marks of Part III Core Standardized to 600)</p> <p>The marks thus arrived at is standardized to 1000</p> <p style="text-align: center;">i.e,</p> $\{(B) + (C) \times 1000\} / 1600\dots (D)$ <p>Index mark = D + weightage + bonus marks - handicap marks, if any.</p>	<p>CCPA secured for Part III Core + Complementary courses is taken into account for the calculation of index marks as stated below:-</p> $\frac{\{[CCPA(\text{Core courses}) \times \text{total credit of core courses}] + (\text{CCPA of complementary course I} \times \text{total credit for complementary courses I} + (\text{CCPA of complementary course II} \times \text{total credit for complementary courses II})\}}{(\text{total credit for core courses} + \text{total credit for complementary courses})}$ <p style="text-align: center;">(A)</p> <p>(A) X 100..... (B)</p> <p>(i.e., marks out of 1000 for Core plus complementary)</p> $\{CCPA(\text{Core courses}) \times \text{total credit of core courses}\} \times 6 \times 10 - (C)$ <p>Total credit for core courses (i.e., marks of Part III Core Standardized to 600)</p> <p>The marks thus arrived at is standardized to 1000 i.e.,</p> $\{(B) + (C) \times 1000\} / 1600 \dots\dots\dots (D)$ <p>Index mark = D + 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) The marks thus arrived at is standardized to 1000--- (C)</p> <p>Index Mark = C + (weightage + bonus marks, if any) – (handicap marks if any)</p>

### M.A. Digital Animation/Graphic Design/Cinema & Television/M.C.J. (SELF FINANCING)

The admission shall be based on an Aptitude test and Interview for all candidates and the merit list be drawn based on a 70:30 distribution for the Aptitude Test and Interview respectively. An additional weightage will be given to students who have graduated in Graphic Design/Animation field

#### ADMISSION HELPLINE

## M Com

CBCSS Pattern (2009)	CBCSS Pattern (2013/2017)	Pre CBCSS Pattern
<b>For Graduates who have passed B Com Model I Programme</b>		
<p>CGPA secured for Core course X total credit of core course + CGPA(Complementary course) X total credit of complementary course/ (total credit for corecourse + total credit for complementary course) ...(A) Ax25 = percentage of marks B) Bx10 = marksout of 1000(C) Index mark= C + weightage + bonus marks – handicap marks, if any</p>	<p>CCPA secured for Core course X totalcredit of corecourse + CCPA (Complementary course) X total credit of complementary course / (total credit for core course + total credit for complementary course) (A) Ax10 = percentage of marks (B) Bx10 = marksout of 1000(C) Index mark = C + weightage + bonus marks– handicap marks, if any</p>	<p>Marks secured for part III Main Papersis converted into 1000. Index mark is calculated after adding /deducting weightage/bonus/handicap marks, if any</p>
<b>For Graduates who have passed B Com Model II / Model III / BBA/BBM</b>		
<p>CGPA secured for part III core courses is converted into percentage marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.</p>	<p>CCPA secured for part III core courses is converted into percentage marks by multiplying the same by 10. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.</p>	<p>In the case of candidates who have passed B Com Model II, marks secured for part III Core Papers is converted into 1000. In 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- Voice shall be converted to 1000. Index mark is calculated after adding /deducting weightage/ bonus/ handicap marks, if any.</p>

### ADMISSION HELPLINE

## 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:

- i. Reservation for International Students
- ii. Reservation for nominees
- iii. Reservation of Seats for Malayalee students from Andaman & Nicobar Islands
- iv. Reservation for Persons with Disabilities
- v. Reservation for Transgender candidates
- vi. Special Reservation and
- vi. Mandatory Reservation

**i. Reservation for International Students :** An additional 10 % of seats (over and above the sanctioned strength ) is earmarked for foreign students for each PG programmes

**ii. Reservation for Nominees: (U.O No. Ac A1/3/2761/06 dated 20.07.2006)** An additional seat shall be created and added to the total merit seats exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep

**iii. Reservation of Seats for Malayalee students from Andaman & Nicobar Islands :** An additional seat for each programme shall be created exclusively for the purpose of Malayalee students from Andaman & Nicobar Islands.

**iv. Reservation for Persons with Disabilities (PD):** 5% seats of the sanctioned strength shall be created over and above exclusively for candidates with benchmark disability (as per clause 32 (1) of chapter VI, The Rights of Persons with Disabilities Act, 2016). If candidates are not available in a particular category, the seats shall not be filled from any other categories. ‘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. Candidates seeking admission under Differently Abled category should submit the “Certificate of disability”, issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. The Permanent Disability Card issued by the State Govt.

#### ADMISSION HELPLINE

is also considered. The permanent disability card has a lifelong validity when issued to a disabled person - above the age of 18 years. For disabled children below 18 years of age, the card is required to be updated once in every five years. Based on the details furnished in the online application, candidates will be provisionally included under the “Differently Abled” category. Candidates seeking admission under PD category should upload 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.

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The selection of candidates under this category will be based on the rank in the inter-se-merit list and not on the basis of the degree of disability. No reservation of seats is allowed for Blind candidates for Programmes which come under the Faculties of Science/Technology & Applied Sciences.

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**v. Reservation for Transgender candidates:** Two seats shall be created over and above the sanctioned strength in all courses exclusively for admitting Transgender students. (G.O.(Ms)No.153/2018 HEdn dated 03.07.2018). However such students should also apply online.

**vi. Special Reservation:** The seats reserved under Sports Quota and Cultural Quota come under this category.

**(a) Reservation of seats under Sports Quota**

Age Limit: Upper age limit for applying through sports quota is 25 years.

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 with permission for interchangeability
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.
3. 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.
4. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
5. 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.
6. A minimum of one seat may be given if there are no sufficient seats.

**ADMISSION HELPLINE**

The applicant for admission to the Sports quota should have represented at least the College in the Inter Collegiate Competitions. Preference shall be given to Sportsmen who have represented the State/University over the sportsmen who have represented the District/College. Performance in any year during the Under Graduate Programme only will be taken into consideration. The following guidelines shall be followed in determining merit in sports and games for admission to the PG programmes. Points shall be awarded to the Ist (Winner or the Winning Team), Second (Runners up or Runners up team), third (third place) and participation as per the following table

Sl. No.	Item	Points
1.	Representing India in approved world Championships/Olympics and winning Gold Medal	200
2.	Representing India in approved world Championships/Olympics and winning Silver Medal	195
3.	Representing India in approved world Championships/Olympics and winning Bronze Medal	190
4.	Representing India in approved world Championships/Olympics	185
5.	Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Gold medal	180
6.	Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Silver medal	175
7.	Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Bronze medal	170
8.	Representing India in Commonwealth games/ Asian Games/Asian Championship etc.	165
9.	Representing India in World University games and winning a Gold medal	160
10.	Representing India in World University games and winning a Silver medal	155

**ADMISSION HELPLINE**





Sl. No.	Item	Points
11.	Representing India in World University games and winning a Bronze medal	150
12.	Representing India in World University games	145
13.	Representing India in Regional Championship such as SAF Games and winning a Gold medal	140
14.	Representing India in Regional Championship such as SAF Games and winning a Silver medal	135
15.	Representing India in Regional Championship such as SAF Games and winning a Bronze medal	130
16.	Representing India in Regional Championship such as SAF Games	125
17.	Representing Kerala State in National Championship for Senior / Youth and Winning Gold medal	120
18.	Representing Kerala State in National Championship for Senior/Youth and Winning Silver medal	115
19.	Representing Kerala State in National Championship for Senior /Youth and Winning Bronze medal	110
20.	Representing Kerala State in National Championship for Senior /Youth championship	105
21.	Representing a University in All India / South Zone Inter University Competition and Winning a Gold medal	100
22.	Representing a University in All India / South Zone Inter University Competition and Winning a Silver medal	95
23.	Representing a University in All India / South Zone Inter University Competition and Winning a Bronze medal	90
24.	Representing Kerala State in South Zone Championship for Senior/Youth and Winning Gold Medal	85
25.	Representing Kerala State in South Zone Championship for Senior/Youth and Winning Silver Medal	80
26.	Representing Kerala State in South Zone Championship for Senior/Youth and Winning Bronze Medal	75

**ADMISSION HELPLINE**

Sl. No.	Item	Points
27.	Representing Kerala State in South Zone Championship for Senior/Youth	70
28.	Representing University in All India / South Zone Inter University Championship	65
29.	Representing State in all India Rural Sports/ women's Sports and Winning a Gold Medal	60
30.	Representing State in all India Rural Sports/ women's Sports and Winning a Silver Medal	55
31.	Representing State in all India Rural Sports/ women's Sports and Winning a Bronze Medal	50
32.	Representing Kerala State in All India Rural Sports/Women's Sports	45
33.	Representing District in Inter- District Championship for Seniors /Youth and Winning a Gold medal	40
34.	Representing District in Inter- District Championship for Seniors / Youth and Winning a Silver medal	35
35.	Representing District in Inter- District Championship for Seniors / Youth and Winning a Bronze medal	30
36.	Representing District in Inter- District Championship for Seniors / Youth Students selected for KSSC Sports hostel scheme	25
37.	Representing a college in the Inter Collegiate championship and Winning a Gold Medal	20
38.	Representing a college in the Inter Collegiate championship and Winning a Silver Medal	15
39.	Representing a college in the Inter Collegiate championship and Winning a Bronze Medal	10
40.	Representing a college in the Inter Collegiate Tournament	05

The selection of candidates under the category will be based on the proficiency in sports/games.

- i. A person can score points only in one category.
- ii. The highest score will be counted
- iii. Where bracketed, scores in other categories will be counted
- iv. Where still bracketed, Priority will be given in the order of merit i.e.; 1st, 2nd , & 3rd place respectively.
- v. Those with a more number of achievements in the same level will be placed above the others  
(more number of 1st places, more number of 2nd places and so on).
- vi. Individual achievements will be ranked above team achievements.
- vii. A new record is created; he/she will be given priority.

**ADMISSION HELPLINE**

viii. If the tie could not be resolved by any of the above mentioned sports achievements, the index marks based on the qualifying examination shall be considered for breaking the tie.

ix. Performance in any year during the Undergraduate Programme will be taken into consideration.

x. The students admitted in Sports quota shall mandatorily be available to represent the College in the Inter College competitions unless specifically exempted by the Principal

### **(b)Reservation of seats under Cultural Quota**

1. One seat for every 20 seats for M.A., 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, M.A., M.Sc., and M.Com being treated separately.
3. 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.
4. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
5. 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.
6. 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 per the rules

Level	Points of Participation			
	1st	2nd	3rd	4th
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	10	5	-

#### **ADMISSION HELPLINE**

In the absence of applicants who do not secure 1st ,2nd and 3rd and 4th places candidates with ‘A’ grade shall be considered for admission. The selection of candidates under the category will be based on the proficiency in cultural events only.

Candidates who possess ‘A Grade’

- i. A person can score points only in one category.
- ii. The highest score will be counted
- iii. Where bracketed, scores in other categories will be counted
- iv. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
- v. Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.
- vi. He / She must be available for University/College events unless specifically exempted by the Principal.

**vii) Mandatory Reservation:** The seats for each programme will be distributed as per the existing pattern given in table below

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

**ADMISSION HELPLINE**

**Community Quota:** 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.

**Management Quota:** The seats under management quota shall be filled by the management from among candidates of their choice. They must apply online.

**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**

Distribution of 50% Seats earmarked under Merit category	Percentage of Reservation
Open Quota	55
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
Economically Weaker Section *	10

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

**EWS Category:** 10% of the total seats in government colleges/Self financing Programmes are reserved for applicants belonging to Economically Weaker section. For availing the benefit of reservation under this category the annual family income of the applicant shall not exceed the prescribed limit i.e. four lakhs as stipulated in GO(MS)No. 128/2020/H Edndated 20/03/2020.

**ADMISSION HELPLINE**

**Claim for Communal reservation under ‘Socially and Educationally Backward Classes’ (SEBC):**

Reservation of seats to the Socially and Educationally backward Classes will be in accordance with the provisions contained in G.O.(P) 208/66/Edn. dated 2.5.1966, as amended from time to time.

(a) Candidates belonging to Socially and Educationally Backward Classes as per G.O. (P) 02/2019/BCDD dated 08.03.2019, who belong to the non-creamy layer are eligible for reservation under this category. The non-creamy layer certificate should have been issued not earlier than 12 months prior to the submission of application. Only the claims of the candidates of those communities that are included in the list of communities appended in the Prospectus will be considered.

(b) Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both ‘Community’ and ‘Income Certificates’ or non-creamy layer certificate obtained from the Village Officer concerned. The digital copy of the above certificates should be uploaded during submission of online application. Candidates who belong to the non creamy layer are eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

**Claim for Reservation under Kerala Scheduled Castes /Kerala Scheduled Tribes Quota**

(a) Candidates claiming reservation under Kerala Scheduled Castes/Kerala Scheduled Tribes Quota should obtain caste/community certificate from the revenue authorities concerned. The names of castes and communities are given government or MG university website. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community certificate from Village Officer along with a copy of the gazette notification.

(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 or non creamy layer certificate obtained from the revenue authorities concerned. Those OEC candidates whose annual family income is upto Rs. 8 lakhs alone are eligible for such seats.



## Bonus Marks

The index mark is arrived at after adding /deducting weightage/bonus marks/handicap marks, if any. The Bonus marks will be awarded as follows:

·**Bonus mark of 10 shall be awarded to 'B' and 'C' Certificate holders** in proof of their high proficiency. 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. The Claim of these candidates who have participated in NCC/NSS activities prior to the University level programme i.e. Higher Secondary / Plus Two / Vocational Higher Secondary etc will not be taken into account for awarding bonus marks.

·**Bonus of five marks will be awarded to NSS candidates** for admission to all programmes. 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 PG programmes for which admission sought.

·**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 all 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/Zila 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.

**-A Bonus of 10 marks will be given to graduates of Sacred Heart College**

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.

### **Negative marks**

Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination. Five marks 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.

#### ADMISSION HELPLINE

### **Resolving of Tie**

In the case of more than one candidate obtaining equal index marks, 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.

#### **ADMISSION HELPLINE**

General Enquiries : 9188400502 | Management Quota Enquiries : 9188400503  
Email ID: admissions2024@shcollege.ac.in Visit : [www.shcollege.ac.in/admissions](http://www.shcollege.ac.in/admissions)

## **ONLINE ADMISSION PROCESS (OAP)**

The applicants need to submit each single application for applying online for admission to each PG Programmes in the college in the Open/Reservation Quota (sports quota/cultural quota/Lakshadweep quota and Persons with Disabilities (PWD) quota. 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 : 400/- (including processing fee of 250/-)**

**For SC/ST candidate : 150/- (including processing fee of 50/-)**

**For MA Animation, MA Graphic Design, MA Cinema & Television and MA Journalism & Mass Communication, amount of Rs. 300 will be collected for Aptitude test**

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 quota /Sports / Cultural / PWD 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.

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.

### **ADMISSION HELPLINE**

## REFUND OF FEES

The percentage of tuition fees and other charges refundable to a student in the institution shall be in accordance with the provision of University Grants Commission and Ministry of Human Resource Development notification on Refund of Fees dated 10-October-2018

The institution will refund the fees in the following manner:

Sl. No	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received
1	100%	Before the commencement of class
2	75%	15 days after the commencement of class
3	50%	30 days after the commencement of class
4	No Refund	45 days after the commencement of class

### ADMISSION HELPLINE

# SAY NO TO RAGGING

## What is Ragging? Any Act Resulting in:

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

### A STUDENT INDULGING IN RAGGING CAN BE:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
- **Collective punishment** : when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.



Immediately call  
**UGC Anti-Ragging Helpline**  
1800-180-5522 (24X7 toll free)  
or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



### ADMISSION HELPLINE

General Enquiries : 9188400502 | Management Quota Enquiries : 9188400503  
Email ID: [admissions2024@shcollege.ac.in](mailto:admissions2024@shcollege.ac.in) Visit : [www.shcollege.ac.in/admissions](http://www.shcollege.ac.in/admissions)

