"COR RECTUM INQUIRIT SCIENTIAM"

(A RIGHTEOUS HEART SEEKS AFTER WISDOM)

SACRED HEART COLLEGE
Autonomous
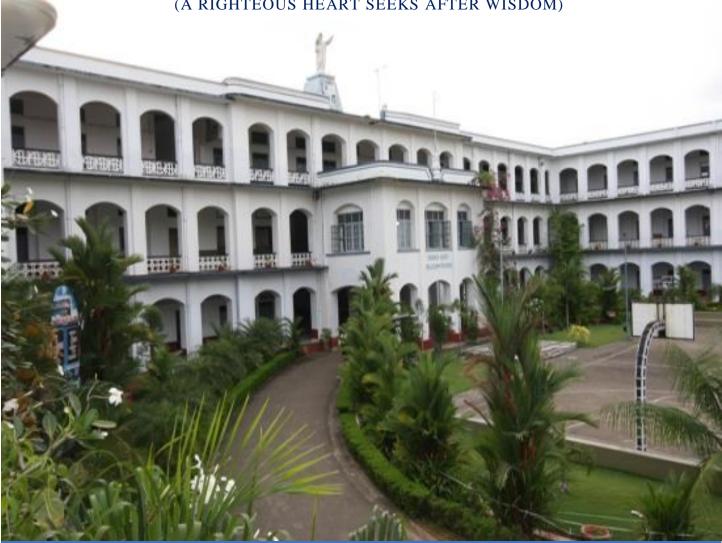
UG ADMISSION PROSPECTUS 2021-2022

Candidates are requested to read the prospectus carefully and familiarise themselves with all the relevant information relating to the admission process and visit www.shcollege.ac.in for notification and announcements. This prospectus is subject to modification/addition/deletion as may be deemed necessary by the college.

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College Motto

COR RECTUM INQUIRIT SCIENTIAM

(A RIGHTEOUS HEART SEEKS AFTER WISDOM)

Our Vision

Fashioning of an Enlightened Society founded on a Relentless Pursuit of Excellence, a Secular Outlook on Life, a Thirst for Moral Values as well as an Unflinching Faith in God.

Our Mission

To provide an environment

- that facilitates the holistic development of the individual.
- that enables the students to play a vital role in the nation building process and contribute to the progress of humanity
- that disseminates knowledge even beyond the academia
- that instils in the students, a feel for frontier disciplines and cultivates a concern for the environment

by setting lofty standards in the ever-evolving teacher-learner interface."

Lakeview Campus (Main Campus)

Programmes Offered

1. B. A. Economics

2. B.A. English (Model II: Copy Editor)

3. B. A. Sociology

4. B.Com Finance and Taxation (Aided)

5. B. Sc Botany

6. B. Sc. Chemistry

7. Integrated M.Sc Computer Science (Data Science)

8. B. Sc. Mathematics

9. B.Sc. Zoology

10. B. Sc Computer Application

11. BCA

12. B. Sc. Physics

East Campus

Programmes Offered (Self Financing)

01. B.A. English Language and Literature – Model 1

02. B.Com (Finance and Taxation) - Model 1

03. B. Com. (Computer Applications) - Model 1

04. B. Com. (Travel and Tourism) - Model 1

05. B. Sc. Psychology - Model 1

06. B.B.A. (Integrated Marketing and New Media)

Media Campus (SH School of Communication)

Programmes Offered:

1. B.A. Animation and Graphic Design
2. B.A. Animation and Visual Effects
3. B.A. Mass communication and Journalism

IMPORTANT POINTS TO REMEMBER

1. Applications for admission to UG programmes for the academic year-2021-22 should be submitted online on or before the last date stipulated in the admission schedule, which will be notified in the college website depending on the publication of results by various boards.

2. **Online registration** can be made by accessing the college website www.shcollege.ac.in

3. Read the instructions carefully before filling up all details in the application and keep updated by frequently visiting www.shcollege.ac.in

4. While registering, the category (SC/ST or Others) once selected cannot be altered in any further stage of the process.

5. **Community quota** is limited to candidates belonging to Syrian Catholic (Syro-Malabar) and should be indicated in the space provided under 'Category'**.**

6. Verify your personal as well as academic details carefully before final submission. **Once 'Final Submission' has been made, no modification of data is possible.**

7. Once the initial registration is made, candidate may note down application number. Passwords should never be shared with anyone else.

8. **Bonus Marks**: Candidates claiming various reservations/bonus marks should upload digital copies of relevant certificates and produce originals of the same during the verification process.

9. **Communications**: No memo will be sent by post from this college in any case. All communication will be done through website and email.

10. Fake registration by any person / institution will be viewed seriously and will be liable for punitive action.

11. **Verification of Documents**: In the light of the current situation prevailing in the country due to the Covid 19 pandemic, the applicants need not report at the college for verification of their records except when intimated by the college. The verification of the credentials shall be conducted by the college authorities based on the digital copies of the supporting documents uploaded by the candidates. **The confirmation of admission shall be strictly based on the verification of original documents** on a date prescribed by the college after considering the situation due to the contagion. The admission number will be allotted only after paying the fees and submitting the original certificates for verification at the college office. Students can apply for scholarship only after getting their admission number.

12. **Sports / Cultural / PD quota:** Candidates applying under Sports / Cultural / PD quota should upload all their relevant certificates as a single pdf file. Belated applications will be summarily rejected. Verification of original documents will be done by the college at the time of admission. However, those seeking admission in the General / Community quota/ Cultural/ Sports/PD NEED NOT send the print out of the online application to the college.

13. **Cancellation of Admission:** If any applicant cancels his/her admission after joining the college, the fee will be refunded as per the university order U.O A1/1/311/2004.

14. Students are expected to conduct themselves/ maintain discipline on the campus as governed by the rules and regulations of the college. Visit the college website for rules and regulations.

15. **Weightage** for NSS and NCC will be given as per the directions from MG university/ Government

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RAGGING IS A CRIME
If any incident of ragging comes to the notice of the authority, the student concerned shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

ADMISSION HELPLINE
General Enquiry: 9188400502, 9188400503
Management Quota admission: 9497320859
EMAIL ID: admissions2021@shcollege.ac.in

THE COLLEGE OFFERS THE FOLLOWING UNDER GRADUATE PROGRAMMES

	AIDED PROGRAMMES			
Sl. No.	**Programme**	**Complementary**	**Eligibility**	**Seats**
1	B.A. Economics	World History/ Politics	Pass in +2 Examination (Any stream)	60
2	B.A. English (Model II: Copy Editor)	Printing & Publishing	Pass in +2 Examination (Any stream)	24
3	B.A. Sociology	World History/ Politics	Pass in +2 Examination (Any stream)	30
4	B.Com. Finance and Taxation		Pass in Plus Two or equivalent examination recognized by the MG 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** Pass in Plus Two or equivalent exam. recognized by MG University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.	60
5	B.Sc. Botany	Chemistry, Zoology	Pass in +2 Examination with Biology as an optional subject	40
6	B.Sc. Chemistry	Mathematics, Physics	Pass in +2 Examination with Chemistry as an optional subject	48
7	B.Sc.Mathematics	Physics, Statistics	Pass in +2 Examination with	32

			Mathematics as an optional subject	
8	B.Sc. Physics	Mathematics, Chemistry	Pass in +2 Examination with Physics as an optional subject	48
9	B.Sc. Zoology	Chemistry, Botany	Pass in +2 Examination with Biology as an optional subject	48
	SELF FINANCING PROGRAMMES			
1	BA Animation &Graphic Design (Self- financing)		Pass in +2 Examination (Any stream) **Aptitude test and interview will be conducted for BA Animation and Graphic Design**.	40
2	B.A Animation and Visual Effects		Pass in +2 Examination (Any stream) **Aptitude test and interview will be conducted**	50
3	B.A Mass Communication and Journalism (BCJ)	Communicative English, Travel & Tourism	Pass in +2 Examination (Any stream)	50
4	BBA (Integrated Marketing & New Media)		Pass in +2 Examination (Any stream)	50
5	BSc Computer Application (**Three Main**)	Computer Sc., Statistics, Mathematics	Candidates should have passed the Plus Two/equivalent examination, Science with Mathematics as one of the optional subjects.	30
6	BCA (Mobile Applications & Cloud Technology)		Candidates should have passed the Plus Two/equivalent examination with Mathematics/Statistics or Science with Informatics Practice as one of the optional subjects.	50
7.	BA English Language and Literature -Model 1	Psychology/ Sociology	Pass in +2 Examination (Any stream)	**50**
			Pass in +2 or equivalent examination recognized by the MG 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	

8.	B.Com Finance and Taxation		applications (9) Informatics Practice& Management (10) Informatics Practice (11) Management (12) Accountancy as optional under Part III of the Examination. **OR** Pass in +2 or equivalent examination recognized by MG University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.	105
9.	B.Com Computer Application		Pass in +2 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** Pass in +2 or equivalent examination recognized by MG University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.	**60**
			Pass in +2 or equivalent examination recognized by the MG 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	

10.	B.Com Travel and Tourism		optional under Part III of the Examination. **OR** Pass in +2 or equivalent examination recognized by MG University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.	**40**
11.	BSc Psychology	Bio-Psychology & Statistics	Pass in +2 Examination (Any stream)	**50**

INTEGRATED M.Sc. PROGRAMME - Aided

1.	Integrated M.Sc Computer Science (Data Science) (5 year course)		Candidates should have passed the Plus Two/equivalent examination, Science with Mathematics as one of the Optional subjects.	**15**

SECOND LANGUAGES:

The college offers Malayalam, Hindi, French and Sanskrit as second languages in aided stream and Malayalam, Hindi and French in self financing stream. **The second language will be allotted only on the basis of availability of seats in the respective programme.**

ELIGIBILITY FOR ADMISSION

Academic eligibility 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. There is no age limit for applying to various UG programmes conducted in colleges affiliated to the University.

CLASSIFICATION/ CATEGORIZATION OF SEATS

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

RESERVATION OF SEATS

A. <u>AIDED PROGRAMMES</u>:

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 International Students: 10% additional seats shall be created in affiliated Arts and Science colleges over and above the sanctioned strength and added to the total merit seats exclusively for the purpose of accommodating international students. These seats shall not be filled up with other candidates. The students who seek admission in this category should first apply online

iii. Reservation for Persons with Disabilities (PD): 5% of the seats over and above the allotted strength 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.*
>
> *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.*

iv. Reservation of Seats for Malayalee students from Andaman & Nicobar Islands: An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of Malayalee students from Andaman & Nicobar Islands. This seat shall not be filled up by other candidates (U.O. No. 6199/AI/2016/Acad dated 23.11.2016). **Such applicants should apply directly to the college office.**

v. Reservation for Transgender candidates: Two seats shall be created over and above the sanctioned strength in all courses in affiliated Arts & Science Colleges 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. These seats shall be allocated from open merit seats.

a) Sports quota: Two seats in each programme (Interchangeable) shall be reserved for candidates with outstanding records in Sports & Games. However, not more than 20% of seats reserved for the general quota seats of a particular programme shall not be filled for sports quota when applying interchange ability for a particular programme. The applicant for admission to the sports reservation quota should have won a **minimum of Third position (Bronze Medal) in the school sub district competition (inter -School)** in addition to his /her satisfying the academic eligibility. Only the events which are having intercollegiate competitions in Mahatma Gandhi University alone will be considered for admission.

Age Limit: Upper age limit for applying through Sports quota is 25 years. The following guidelines shall be followed in determining merit in sports for admission to the U.G. Programmes. Marks shall be awarded for the Sports merit certificates as detailed in the appended Table.

A. The minimum eligibility for admission of a candidate to Under Graduate Programme (sports quota) will be winning a minimum of third position in the school sub district competition (inter -School) in addition to his /her satisfying the academic eligibility.

B. Performance in any year during the Plus Two Programme will be taken into consideration.

POINTS FOR VARIOUS CATEGORIES

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
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
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

Addenda:

1. Achievements in those sports disciplines/events in MG University Sports calendar shall only be considered for UG Sports quota admissions.

2. An approved world competition means the competitions organized by the International Apex Bodies of the concerned discipline and in which the national Teams are sponsored by the National Apex Bodies and cleared by Sports Authority of India/ Government of India.

3. The National Championship means the championships conducted by the National Apex Bodies of the concerned discipline. District Competition means revenue district competition conducted by district associations in respective sports.

4. Individual games /event means a game/event in which individual performs alone.

5. When a candidates has number of achievement in a sports /different discipline his/ her

best achievement will be taken in to consideration.

6. All competitions where an upper age limit is fixed (Youth/Junior/Sub-Junior) would be treated as Junior event provided it is not classified as senior event by the concerned National Federation.

7. Priority will be given for students having achievements in senior level competitions than junior and youth category competitions.

8. **Resolving of Tie:** If the points 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: • A person can score points only in one category. • The highest score will be counted • Where bracketed, scores in other categories will be counted • Where still bracketed, Priority will be given in the order of merit i.e.; 1st , 2nd , and 3rd place respectively. • 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). • Individual achievements will be ranked above team achievements. • A new record is created; he/she will be given priority. 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.

9. Performance in any year during the Plus One/Plus Two level will be taken into consideration.

10. The students admitted in Sports quota shall mandatorily be available to represent the University in the Inter University competitions unless 15 specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.

11. For team events, colleges should upload the events they wish to choose in the beginning of each academic year

12. If any discrepancy is noted during the verification of original certificates, the candidate shall not be considered for admission under sports quota.

NOTE:

a. Sports Quota: Those who seek admission through sports quota, shall apply online and upload necessary documents at the time of applying online. Applicants shall be able to choose programmes in various colleges based on the events chosen by the colleges/ team preferences of the colleges and the University shall prepare and publish the provisional rank list. The applicants included in the provisional rank list shall report to any of the opted

colleges on the dates specified for the physical verification of records/credentials claimed in the online application. A final rank list shall be prepared after the physical verification of records by the college authorities and candidates may obtain admission as per the rank list in respect of each college on the dates stipulated by the University. If vacancies arise due to discontinuation of candidates under Sports quota, the next eligible candidate in the Rank List shall be admitted. No candidates under any circumstances shall be allowed to apply after the last date specified for the sports quota admissions as the seats are deducted from general merit quota seats.

b. Cultural Quota: One seat for each degree programme (Interchangeable) shall be reserved for students who excel in Youth festival recognized 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.

Table 3-2

Level	Points of Participation		
	A	**B**	**C**
Kerala School Kalolsavam (CBSE add)	20	10	5
Revenue District level Youth Festival	10	5	-

- 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/PD quotas, 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.

v.   **Mandatory Reservation:** The seats for each programme will be distributed as per the existing pattern given in Table 3-3.

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

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.

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.

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 Edn dated 20/03/2020.

Table 3-4

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.

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.

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.

Claim for Communal reservation under 'Kerala Socially and Educationally Backward Classes' (KSEBC): *- 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.

1. 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.

2. 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'/non-creamy layer certificate obtained from the Village Officer concerned. The self-attested copy of the above certificates should be uploaded in the application. Candidates who belong to the noncreamy layer are eligible for reservation. ***The seats unavailed by SEBC category candidates will be allotted under open quota.** [* Subject to the direction by the government]*

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.

PREPARATION OF RANK LIST

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

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.

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.

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).

Bonus Marks (* Subject to the directions from University and Government)

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 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.

Indexing of Marks

B.A. English	Total marks obtained in the qualifying examination **less** handicap marks **plus** twice the marks secured in Part I English of the Plus Two/equivalent examination **plus** weightage of 50 marks to those who have taken English as one of the optional subjects for the qualifying exam **plus** bonus marks if any.*
Total marks obtained in the qualifying examination **less** handicap marks **plus** the marks obtained for the optional subject concerned at the qualifying examination **plus** a subject weightage of 50 marks in the case of those who have taken the subject concerned at the qualifying examination **plus** 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 **less** handicap marks **plus** a subject weightage of 50 marks in each of the two optional subjects under Part III (subject to a maximum of 100 marks) **plus** 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 **less** handicap marks **plus** marks obtained for the particular subject concerned for which admission is sought **plus** bonus marks if any. *
B.Sc. Computer application	Total marks obtained in Part III **less** handicap marks **plus** marks obtained for Mathematics **plus** bonus marks if any.*
BCA Mobile Applications and Cloud Technology	Total marks obtained in Part III **less** handicap marks **plus** marks obtained for Mathematics/Statistics **plus** bonus marks if any.*

B.Com.	Marks obtained in Part III Optional at +2/equivalent exam **less** handicap marks **plus** a weightage of 50 marks in each of the three subjects of Commerce combination, subject to a maximum of 100 marks **plus** 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 **less** handicap marks **plus** bonus marks if any.*
BA Animation and Graphic Design BA Animation and Visual Effects	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.
B.Sc. Psychology	Total marks obtained in the qualifying examination less handicap marks plus a subject weightage of 15% of the marks scored for Psychology in the case of those who have taken Psychology at the qualifying examination/10% of the marks scored for Mathematics or Biology (whichever is high)in the case of those who have taken Mathematics or Biology but not Psychology at the qualifying examination plus bonus marks if any
Integrated M.Sc. Computer Science (Data Science)	Total marks obtained in Part III less handicap marks plus marks obtained for Mathematics plus bonus marks if any.*

> * 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 (200 marks 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.

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 candidate: 100/- (including processing fee of 50/-)

For BA Animation and Graphic Design and BA Animation and Visual Effects an amount of Rs. 300 will be collected for Aptitude test

Candidates seeking admission in the General / Community Sports / Cultural / PD quota quota NEED NOT send the print out of the online application to the college. However, **those applying under Management 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.

FEES FOR VARIOUS PROGRAMMES **

Aided Courses (fees per year)

Courses	College Fees	University Fess	Total
English	9267	3333	12600
Economics	4117	3333	7450
Sociology	4217	3333	7550
Mathematics	4292	3503	7795
Physics	4592	3773	8365
Chemistry	4592	3773	8365
Botany	4392	3943	8335
Zoology	4492	3943	8435
B.Com(Aided)	4117	3333	7450

Self Financing Programmes: Semester 1 fees

B.A Animation and Graphic Design	69251
BA.Animation &Visual Effects	69251
BCJ	34206
BA English (Self)	37225
BSc Psychology	38151
BCom Taxation S/F	36831
BCom CA	42802
BCom TT	36831
BBA	59677
BSc Computer Application	42802
BCA	59677

Detailed split-up of the fees will be published on the college website after the final approval by the governing body and university

FOR THE LIST OF SCHEDULED CASTES, SCHEDULED TRIBES, OTHER ELIGIBLE COMMUNITIES (OEC), SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBC), EWS, WE REQUEST YOU TO VISIT THE GOVERNMENT WEBSITE