

Mar Athanasius College (Autonomous), Kothamangalam

UNDERGRADUATE ADMISSIONS 2020-21

INSTRUCTIONS & CHECKLIST

ONLINE APPLICATION & ADMISSION

Application for admission to UG programmes for the academic year 2020-21 should be submitted online on or before the last date stipulated in the admission schedule. Online registration can be made by accessing the college website www.macollege.in

A. Requirements for Online Registration:

1. Please read the "Instructions" and "Prospectus" available in the College website carefully before filling up the application Form.
2. Candidate must have a valid e-mail ID. If he/she does not have an e-mail ID, create one and test the same.
3. A scanned copy of the Passport size photo-Less than 30 kb (within 6 months).
4. A scanned copy of candidate's signature- Less than 30kb
5. Scanned copy of the final mark sheet of the plus-two or equivalent examinations and other certificates to claim reservations or bonus marks (NCC, NSS, sports, arts or any other).

B. Online Registration Process:

1. The link to apply for online admission is <http://macollege.linways.com/onlineapplication/>
2. **New users click the register button.** Those who have already registered can login using their registered email id and password for editing or printing the Application Form.
3. After filling up the login details (NAME, EMAIL ID, PHONE NO., DOB & Category) the new user will get the password through his/her email id and mobile number. Use this password for further login process.
4. Use this username and password to login to your account.
5. Remit the required application fee via online, [**NET BANKING, CREDIT or DEBIT CARD**], Rs.100/- (includes Rs.50 as processing fee) for SC/ST candidates and Rs.200/- (includes Rs.150 as processing fee) for all other candidates. Bank charges apply. **Application fee is non-refundable.**
6. After the payment please fill up the form carefully and upload the scanned copy of the candidate's passport size photo with name and date and scanned copy of signature (**Application will be rejected, if your entries are not correct**).
7. The applicants can apply for a maximum of 4 programmes, based on their qualifications.

8. Upload a copy of mark list of the plus-two or equivalent examinations and other certificates claiming for reservation and bonus marks through the link.

9. Please verify all the entered data carefully.

The details once entered will be available (except the last page where details of Marks are submitted) for editing during subsequent login(s). After submitting the details in the last section **FINALIZE** the details. **EDITING WILL NOT BE POSSIBLE AFTER PRESSING THE "SUBMIT" BUTTON IN THE FINAL STAGE.**

A PDF version of the filled application will be automatically generated **AFTER PRESSING THE SUBMIT BUTTON** and could be downloaded. Take print out of the PDF file. This file can be accessed also on subsequent logins.

10. The following will make one complete **APPLICATION SET**:

- i. Signed hard copy of the PDF application form generated through the registration link.
- ii. Self-attested copy of plus two (or equivalent) mark sheet.
- iii. Self-attested copies of certificates of merits (NCC, NSS, sports, arts or any other).
- iv. Self-attested copies of certificates proving claims for reservations (SC/ST/CHRISTIAN/PERSONS WITH DISABILITIES/SPORTS/ARTS etc.)

11. Applicants must send the hard copy of the application form (one complete set) to the **Principal, Mar Athanasius College (Autonomous), Kothamangalam College P. O., Ernakulam District, Kerala – 686 666** so as to reach on or before the deadline specified in the section "**MAC-UG CAP 2020 SCHEDULE**" of the prospectus published on college website.

11. Log out from the admission portal before you leave the computer.

12. Fake registration by any person / institution will be liable for punitive action.

The list of the provisionally selected candidates will be published online according to the rules of the University, Government and the College. Candidates have to remit the fee stipulated by the University and the Government for Aided and the Self-Financing Programmes.

C. Admission Process

1. Rank list for each programme will be prepared as per the rules cited in the prospectus.
2. Candidates are requested to check the provisional rank lists published on college website and on the college notice board. Report corrections, if any, before the deadline mentioned in the prospectus.
3. Final Rank lists will be published in the college website and also in the College Notice Board on the date given in the prospectus. Admissions will be conducted as per final rank list after incorporating all corrections.
4. Eligible candidates will be called for the certificate verification in the order in which they are listed in the rank list.

5. **ADMISSION MEMO WILL NOT BE SENT BY POST** to the candidates in the rank lists in any case. Notifications will be sent via email and/or through SMS. Note that *DND* enabled mobiles may not display SMS messages from the college.
6. Candidates are requested to check the website frequently to update the changes in the admission schedule, if any.
7. Candidates who are called for certificate verification, should report at the college and ready to remit the required fee including caution deposits, if admitted. Those who fail to do this will be treated as '**Not Joined**' and further claims for admission by these applicants will not be considered.
8. Candidates claiming reservations/bonus marks must produce originals of relevant certificates during the verification process for admission.
9. Candidates seeking admission under the MANAGEMENT QUOTA must also submit the application through online registration link accessible on the college website. Such candidates must also fill a separate application form available at the college office and submit in person or by post. Candidates must quote the APPLICATION NUMBER obtained through online process on the management quota application form.
10. The application number must be quoted for all correspondence with the college office.

D. DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION

The candidates should produce the following documents in original before the Principal at the time of admission.

1. Proof of ADMISSION Fee (not Application Fee) paid at the College Office.
2. Xth standard Original certificate to prove the date of birth and two self attested copies of the same
3. Transfer Certificate (TC) and Conduct Certificate from the Institution last attended.
4. Original mark lists of all parts of the Plus Two / equivalent examinations and two self attested copies of the same.
5. Eligibility Certificate from Mahatma Gandhi University, in case of candidates who have passed their qualifying examination from Boards/Institutes/governments not listed by the Mahatma Gandhi University, (not required for CBSE/CISCE/STATE)
6. Migration Certificate, if applicable.
7. Caste Certificates proving eligibility for reservations and one self attested copy of the same
8. Community Certificate along with income certificate (as per the Government rules) from the revenue authorities concerned to the effect that annual family income of all members of family from all sources taken together is less than Rs. 8 lakhs in the case of

SEBC candidates who claim reservation under SEBC category. The income certificate should not have been issued earlier than 6 months prior to the submission of application. (Original and one self attested copy each)

9. Candidates seeking reservation under Christian community should produce certificate from the village officer concerned and one self attested copy of the same.
10. Candidates who wish to avail of bonus/weightage marks and those who come under sports/cultural/PD quotas must produce relevant certificates in original and one self attested copy each for the same.
11. Three passport size photos of the applicant (taken within six months)
12. Any other documents found necessary by the Principal.