



**MAR ATHANASIUS COLLEGE
(AUTONOMOUS)**

Kothamangalam College P. O., Kerala, India - 686666
NAAC Accredited 'A+ Grade' Institution

**PROSPECTUS (UG)
2020-21**



PREFACE

Mar Athanasius College (Autonomous) Kothamangalam is situated on a green hillock by the side of the Kothamangalam-Muvattupuzha road, about one kilometer away from Kothamangalam town and 55 kms to the East of Kochi. It is a premier institution of higher education, affiliated to Mahatma Gandhi University, Kottayam with more than sixty years of excellence to its credit. The college is accredited with 'A+ Grade' by the National Assessment and Accreditation Council (NAAC) of the University Grants Commission (Third cycle) in 2017. The institution was also recognized by the UGC in 2009 as 'College with Potential for Excellence' up to March 2019. In recognition of its remarkable achievements, UGC conferred 'Autonomous Status' to the college in 2016.

The college has been selected to receive financial grant under component VIII of RUSA scheme, MHRD for quality enhancement. The Department of Biotechnology, Government of India has selected four UG science departments of the college for financial support under the Star College Scheme. The college has been identified as a potential mentor by UGC under PARAMASH Scheme and is a participant institution in Unnath Bharath Abhiyan Programme of the Central Government.

The College offers 13 undergraduate (12 aided and one self-financing), 16 postgraduate (7 aided and 9 self-financing) and 4 PhD programmes (English, Economics, Chemistry and Physics). It also conducts 5 certificate courses and coaching classes for IELTS and German. All academic activities like admission, program organization and examination will be conducted independently by the College in compliance with the Mahatma Gandhi University rules & regulations. The Graduate and Post-graduate degrees will be awarded by Mahatma Gandhi University, Kottayam. Transparency, credibility, and confidential conduct of examination procedures shall be maintained as per Mahatma Gandhi University and UGC norms.

ATTENTION

Candidates should go through the prospectus carefully and acquaint themselves with all the relevant information relating to the admission process. All applicants should note that 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 Covid-19 pandemic.

They are also requested to visit the official website of the College www.macollege.in for notification and announcements.

This prospectus is subject to modification/addition/deletion as may be deemed necessary by the College. The whole process of admission to the UG programmes will be done by Mar Athanasius College (Autonomous) Kothamangalam, independently of the CAP of Mahatma Gandhi University, Kottayam.

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MAC- UGCAP 2020 SCHEDULE		
Sl. No.	Item	Date
1	Online availability of Registration	21.07.2020 5pm
2	Last date for online registration of candidates	05.08.2020 5pm
3	Last date for submission of online application	05.08.2020 5pm
4	Last date for receiving the printed application	10.08.2020 5pm
5	Publication of provisional rank lists on college website	14.08.2020 5pm
6	Last date and time for reporting of errors in the provisional rank list, if any	17.08.2020 5pm
7	Publication of final rank list and waiting list	20.08.2020 5pm
8	Admission for candidates selected under Cultural/ Sports/ Physically Disabled quotas	21.08.2020
9	First allotment - Admission for candidates belonging to all categories	25.08.2020
10	Second allotment - Admission for candidates belonging to all categories	27.08.2020
11	Commencement of classes	To be declared
12	Spot Admission for unfilled seats	To be declared
13	Closing of Admissions	To be declared

1. 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 e-mail 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**:

- 1) Signed hard copy of the PDF application form generated through the registration link.
- 2). Self attested copy of the 10th mark sheet.
- 3). Self-attested copy of the plus two (or equivalent) mark sheet.
- 4). Self-attested copy of the certificate claiming for reservation and bonus marks, if any (SC/ST/Christian/Persons with disabilities, NCC, NSS, sports, arts or any other).

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.

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

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

C. Admission Process

1. Rank lists 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. Candidates are requested to check the website regularly to update the changes in the admission schedule, if any.
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. Eligible candidates will be called for the certificate verification in the order in which they are listed in the rank list.
7. Verification of all original certificates will be done by the college at the time of admission.
8. 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.

9. Candidates claiming reservations/bonus marks must produce originals of relevant certificates during the verification process for admission.
10. 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.
11. The application number must be quoted for all correspondence with the college office.

2. UG PROGRAMMES OFFERED AND ELIGIBILITY FOR ADMISSION

The college offers the following undergraduate programmes:

A. AIDED PROGRAMMES

Programme with core subject	Complementary subjects	Eligibility	No. of Seats
<i>Programmes under Faculty of Language and Literature</i>			
Admission to all BA Degree Programmes under the faculty of Language & Literature shall be open only to candidates who have passed Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University as equivalent thereto.			
BA English (Model 1)	A History of England, Sociology	Pass in plus two exam or equivalent	48
BA Hindi (Model 1)	Functional Hindi, Journalism	Pass in plus two exam or equivalent	36
<i>Programmes under Faculty of Social Sciences</i>			
Admission to all BA Degree Programmes under the faculty of Social Sciences shall be open only to candidates who have passed Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University as equivalent thereto.			
BA Economics (Model I)	Political Science, World History	Pass in plus two exam or equivalent	48
BA History (Model I)	Political Science, Economics	Pass in plus two exam or equivalent	48
BA Sociology (Model I)	Political Science, Economics	Pass in plus two exam or equivalent	48
<i>Bachelor of Science Programmes under Faculty of Science</i>			
Admission to all B.Sc. Degree programmes shall be open only to candidates who have passed the Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University, Kottayam as equivalent thereto with the Main subject they propose to offer for the B.Sc. programme as one of the subjects. The eligibility criteria for admission to programmes are given below.			
B.Sc. Botany (Model I)	Chemistry, Zoology	Pass in plus two/equivalent exam with Biology as one of the optional subjects	38
B.Sc. Chemistry	Mathematics,	Pass in plus two/equivalent exam with	38

(Model I)	Physics	Chemistry as one of the optional subjects	
B.Sc. Mathematics (Model I)	Physics, Statistics	Pass in plus two/equivalent exam with Mathematics as one of the optional subjects. Mathematics as one of the subjects in Commerce group	38
B.Sc. Physics (Model I)	Mathematics, Chemistry	Pass in plus two/equivalent exam with Physics as one of the optional subjects	38
B.Sc. Statistics	Mathematics, Computer Science	Pass in plus two/equivalent exam with Mathematics/ Statistics as one of the optional subjects	38
B.Sc. Zoology (Model I)	Chemistry, Botany	Pass in plus two/equivalent exam with Biology as one of the optional subjects	43
Programmes under Faculty of Commerce			
Programme	Eligibility		No. of Seats
B.Com. Model I : Finance and Taxation	<p>Pass in plus two/equivalent exam recognized by 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.</p> <p style="text-align: center;">OR</p> <p>Pass in plus two or equivalent examination recognized by Mahatma Gandhi University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.</p> <p>For SC/ST applicants and applicants of Lakshadweep, only a pass minimum is required and for SEBC and OEC applicants 3% and 5% relaxation of marks respectively are allowed.</p>		50

B. SELF FINANCING PROGRAMMES

Programme with core subject	Eligibility	No. of Seats
Programmes under Faculty of Commerce		
B.Com. Model III (Taxation)	Same as B.Com. Model I given under Aided programmes	48

Candidates can be admitted only if their qualifying examinations have been recognised by Mahatma Gandhi University, Kottayam for admissions to UG programmes under the

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

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 college.

3. RESERVATION OF SEATS

Seats available for Government-aided programmes and Self Financing programmes in the college are available under the categories of **Merit seats, Community seats, Management seats and seats under Mandatory reservation (SC/ST) seats.**

A. Types of Reservation: Out of the total seats available for various UG programmes; seats will be reserved for candidates under the following main reservation categories.

- (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 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. **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. This seat shall not be filled up by other candidates (U.O. No. 6199/AI/2016/Acad dated 8 23.11.2016). The students who seek admission in this category should first apply online and submit the print out of the online application to the colleges concerned. Two additional seats for each programme shall be created exclusively for the purpose of accommodating students under **transgender** category as per the U.O.No.2532/ACA1/2019/MGU dated 10.06.2019.

(ii) Reservation for Persons with Disabilities (PD):

'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 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 provide 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 at the time of admission. The unfilled seats under the PD category shall be converted to grant reservation for Children with Special Need (CWSN).The eligibility prescribed for the Physically Challenged Candidates will be applicable to the Children with special need as well.

5% over and above sanctioned seats are reserved for candidates with disabilities for all programmes. 1% of seats shall be reserved for each of the three sections of **Persons with Disabilities category**

(Blind, Deaf and Orthopedically Challenged) with no provision for interchangeability of seats, if candidates are not available in a particular category in a year. The rank list under this category will be based on merit and physical suitability, and not on the basis of the degree of disability.

No reservation of seats is allowed for Blind candidates for Science subjects. Selected candidates under PD quota should report directly to the College before the last date for their admission as per “**MAC- UGCAP 2020 SCHEDULE**” given at the beginning of this prospectus.

(iii) Special Reservation:

The seats reserved under **Sports Quota** and **Cultural Quota** come under this category. Selected candidates under these quotas should report to the College before the last date for their admission as per admission schedule given at the beginning of this prospectus.

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.

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 at Plus Two/Higher Secondary Level) in addition to his /her satisfying the academic eligibility.

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 at Plus Two/Higher Secondary level) 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

S.L. No	Item	Points
1	Representing India in approved world Championships/Olympics and winning Gold Medal	250
2	Representing India in approved world Championships/Olympics and winning Silver Medal	245
3	Representing India in approved world Championships/Olympics and winning	240

	Bronze Medal	
4	Representing India in approved world Championships/Olympics	235
5	Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Gold medal	230
6	Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Silver medal	225
7	Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Bronze medal	220
8	Representing India in Commonwealth games/ Asian Games/Asian Championship etc.	215
9	Representing India in World School Games/ World University games and winning a Gold medal	210
10	Representing India in World School Games/ World University games and winning a Silver medal	205
11	Representing India in World School Games/ World University games and winning a Bronze medal	200
12	Representing India in World School Games/ World University games	195
13	Representing India in Regional Championship such as SAF Games and winning a Gold medal	190
14	Representing India in Regional Championship such as SAF Games and winning a Silver medal	185
15	Representing India in Regional Championship such as SAF Games and winning a Bronze medal	180
16	Representing India in Regional Championship such as SAF Games	175
17	Representing Kerala State in National Championship for Senior / Junior/Youth and Winning Gold medal	170
18	Representing Kerala State in National Championship for Senior / Junior/Youth and Winning Silver medal	165
19	Representing Kerala State in National Championship for Senior / Junior/Youth and Winning Bronze medal	160
20	Representing Kerala State in National Championship for Senior / Junior/Youth championship	155
21	Representing a University in All India / South Zone Inter University Competition and Winning a Gold medal	150
22	Representing a University in All India / South Zone Inter University Competition and Winning a Silver medal	145
23	Representing a University in All India / South Zone Inter University Competition and Winning a Bronze medal	140
24	Representing Kerala State/ Combined CBSE/ICSE/JawaharNavodaya /KendriyaVidyalaya Team in All India School Games (SGFI) and Winning a Gold Medal	135
25	Representing Kerala State/ Combined CBSE/ICSE/ JawaharNavodaya	130

	/KendriyaVidyalaya Team in All India School Games (SGFI) and Winning a Silver Medal	
26	Representing Kerala State/ Combined CBSE/ICSE/ Jawahar Navodaya /KendriyaVidyalaya Team in All India School Games (SGFI) and Winning a Bronze Medal	125
27	Representing Kerala State in South Zone Championship for Senior/Junior/Youth and Winning Gold Medal	120
28	Representing Kerala State in South Zone Championship for Senior/Junior/Youth and Winning Silver Medal	115
29	Representing Kerala State in South Zone Championship for Senior/Junior/Youth and Winning Bronze Medal	110
30	Representing Kerala State in South Zone Championship for Senior/Junior/Youth	105
31	Representing University in All India / South Zone Inter University Championship	100
32	Representing combined (All India) Jawahar Navodaya, KendriyaVidyalaya/CBSE/ICSE/team at the National School Games (SGFI participation)	95
33	Representing State in all India Rural Sports/ women's Sports and Winning a Gold Medal	90
34	Representing State in all India Rural Sports/ women's Sports and Winning a Silver Medal	85
35	Representing State in all India Rural Sports/ women's Sports and Winning a Bronze Medal	80
36	Representing Kerala State in All India Rural Sports/Women's Sports	75
37	Representing District in Inter- District Championship for Seniors / Juniors/youth and Winning a Gold medal	70
38	Representing District in Inter- District Championship for Seniors/ Juniors/youth and Winning a Silver medal	65
39	Representing District in Inter- District Championship for Seniors / Juniors/youth and Winning a Bronze medal	60
40	Representing District in Inter- District Championship for Seniors / Juniors/youth /Students selected for KSSC Sports hostel scheme	55
41	Representing a college in the Inter Collegiate championship and Winning a Gold Medal	45
42	Representing a college in the Inter Collegiate championship and Winning a Silver Medal	40
43	Representing a college in the Inter Collegiate championship and Winning a Bronze Medal	35
44	Representing the Zone/ Revenue District in the Kerala State School Championship and Winning Gold Medal	30
45	Representing the Zone/ Revenue District in the Kerala State School Championship and Winning silver Medal	28
46	Representing the Zone/ Revenue District in the Kerala State School	26

	Championship and Winning Bronze Medal	
47	Representing a college in the Inter Collegiate	24
48	Representing the Zone/ Revenue District /Sports School/Sports Hostel/ School in the Kerala State School Championship	22
49	Winning a Gold Medal in the National Level (Inter- State/InterRegion) Championship of the CBSE/ICSE/ISC/Jawahar Navodaya/KendriyaVidyalaya Competitions	20
50	Winning a Silver Medal in the National Level (Inter- State/InterRegion) Championship of the CBSE/ICSE/ISC/Jawahar Navodaya/KendriyaVidyalaya Competitions	18
51	Winning a Bronze Medal in the National Level (Inter- State/InterRegion) Championship of the CBSE/ICSE/ISC/Jawahar Navodaya/KendriyaVidyalaya Competitions	16
52	Representing the CBSE/ICSE/ISC/Jawahar Navodaya/ Kendriya Vidyalaya in the National Level (Inter- State/Inter- Region) Championship	14
53	Winning Gold in the sub- district championship for senior/ junior/youth/school games	10
54	Winning Silver in the sub- district championship for senior/ junior/youth/school games	08
55	Winning Bronze in the sub- district championship for senior/ junior/youth/school games	05

Addendum

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.

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

2. The students admitted in Sports quota shall mandatorily be available to represent the College in the Inter University competitions unless specifically exempted by the Principal, Mar Athanasius College.

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

NOTE: 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 departments based on the events chosen by the college/ team preferences of the college shall prepare and publish the provisional rank list.

The applicants included in the provisional rank list shall report to college 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 on the dates stipulated by the College.

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.

Cultural Quota: - One seat for each degree programme (interchangeable) shall be reserved for students who excel in Youth festival recognised by Director of Public Instruction (DPI). The selection shall be made from among the applicants for the cultural quota on merit as detailed in Table below:

Sl. No	Level →	Points		
		A	B	C
	Kerala School Kalolsavam	20	10	5
	Revenue District level Youth Festival	10	5	--

A person can score points only in one category and the highest score will be counted.

(iv) Mandatory Reservation

The seats for each programme will be distributed as per the existing pattern of the Mahatma Gandhi University as given in table below:

Sl. No	Seat Reservation	Percentage of seats for each programmes
1	Open Quota	50
2.	Scheduled Caste	15
3.	Scheduled Tribe	05
4.	Community Quota	10
5.	Management Quota	20

The seats under community quota are reserved for students of the **Christian** community and such seats shall be filled on the basis of merit.

Seat Distribution in Self Financing UG programmes (B.Com Model III): 50% of the total seats in Self Financing UG programmes conducted by the college 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 per table below:

Sl. No	Distribution of 50% Seats year marked under Merit category	% of reservation
1.	Open Quota	65
2.	Scheduled Caste	08
3.	Scheduled Tribe	02
4.	Ezhava, Thiyya & Billava	09
5.	Muslims	08
6.	Latin Catholics other than Anglo Indians	02
7.	Other Backward Christians	01
8.	Other Backward Hindus	05

4. OTHER GENERAL RULES FOR MANDATORY RESERVATION

Claims for Mandatory Reservations must be made by a candidate at the time of submission of online application. Candidates must provide original certificates supporting their claim at the time of admission. The claims for **mandatory** reservation once made cannot be altered 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.

Other General Rules for Mandatory Reservation:-The seats un-availed by the SC candidates will go to ST candidates and vice versa. The un-availed 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, the unfilled seats shall be filled up from candidates belonging to OEC and in their absence, candidates belonging to Socially and Educationally Backward Communities (SEBC). The seats that remain unfilled will go to the open quota.

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. Those OEC candidates whose annual family income is up to Rs.8 lakhs (Rupees eight lakhs only) alone are eligible for such seats. Candidates belonging to other eligible communities are exempted from payment of fee at the time of allotment to UG Degree Programmes under Government/Community quota irrespective of annual family income as per G.O (Ms) No.36/07/SCSTDD dated 03.07.2007. They should provide Community Certificate from the Village Officer concerned.

5. PREPARATION OF RANK LISTS

The Rank List shall be prepared on the basis of index marks (out of 1000) prepared as follows:

Handicap/ Deduction of **5 marks** for every successive attempt after the first attempt subject to a maximum of **20 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 appearances taken for passing any part of the qualifying examination after the prescribed programme period. **Appearance for improvement after cancellation of examination results shall not be considered as an additional chance.**

No handicap marks for SAY pass outs be imposed if admitted in the same academic year but **5marks** 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.

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

Bonus Marks

The Bonus Marks will be awarded as follows:

1. Bonus of 15 marks shall be awarded to applicants with NCC weightage certificate or NSS Certificates at '**Plus Two level**' for admission to all programmes. For 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 of 5 marks shall be given to 'B' Certificate holders and 'C' Certificate holders.*
2. For NSS candidates, the bonus marks will be awarded on the basis of NSS Certificates issued by the competent authority.
3. The benefit of bonus marks can be scored by a candidate only under one category i.e., either NSS or NCC. 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.
4. Bonus of 15 marks shall be awarded to 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/ZillaSainik Welfare Officer to the effect that he/she is the son/daughter of an ex-serviceman or an ex service man himself/herself.

6.CALCULATION OF INDEX MARKS

FACULTY OF LANGUAGE & LITERATURE	
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 for the qualifying exam plus bonus marks if any.
B.A. Hindi	Total marks obtained in the qualifying examination less handicap marks plus twice the marks secured in Part II Hindi at the qualifying languages examination plus weightage of 50 marks in the case of those who have taken Hindi as optional for the qualifying examination plus bonus marks if any.
FACULTY OF SOCIAL SCIENCES	
Total marks obtained in the qualifying examination less handicap marks plus the marks obtained for optional 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. History	Weightage of 50 marks for History in part III of the qualifying examination.
B. A. Economics	Weightage of 50 marks for opting Economics in part III of the qualifying examination.
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 in part III of the qualifying examination.
FACULTY OF SCIENCE	
B.Sc. in Botany, Chemistry, Mathematics, Physics, Statistics and Zoology	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. For BSc Statistics, Total marks obtained in Part III of the qualifying examination less handicap marks plus marks obtained for Mathematics (Science Stream)/Statistics (Commerce or Humanities stream) plus a bonus of 60 marks for those studied Mathematics at Higher Secondary level.
FACULTY OF COMMERCE	
B.Com. Finance &Taxation(aided)	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 150 marks plus bonus

B.Com. Taxation (Self financing)	marks if any. The optional subjects concerned under Part III will be (1) Commerce, (2) Commercial Correspondence and Commercial Geography, (3) Accountancy, (4) Book-Keeping and Accountancy, (5) Economics, (6) Life Insurance and Salesmanship, (7) Banking with Secretarial Practice, (8) Business Studies, (9) Mathematics, (10) Computer Science/Computer Application, (11) Informatics Practice, (12) Management, (13) Informatics Practice & Management.
Marks obtained for the subjects in streams other than Kerala State streams, viz., CBSE, CISCE etc will be standardised to that of Kerala Higher Secondary i.e., 200 marks per paper (200marks X 6=1200 i.e., total marks). Marks obtained for vocational subjects in VHSE/THSE, etc. are to be excluded while calculating index marks.	

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. If the tie holds on, 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. If the tie still holds, 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. If the tie still holds, the candidate who has scored higher marks in part III (second language if part is not specified) shall be placed senior in the rank list.
5. If the tie still holds, the tie will be resolved by giving residential weightage (at district/state levels)
6. If the tie still holds, preference shall be given to candidates who are elder, and the age difference shall be calculated in completed years only, rounding down fractions.

7. FEE TO BE REMITTED

1. Application Fee including processing fee (for all applicants to be remitted before making online Application):

The application fee will be as follows

For General candidates: Rs. **200/-**; For SC/ST candidates: Rs. **100/-**

2. Admission fee

Admission fee will be collected as per M G University norms.

8. 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. 10th Original certificate 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.

RAGGING IS A CRIME

Ragging is prohibited in this Institution

What is Ragging?

Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Ragging is a crime

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad

. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits
- . c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension/ expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for period ranging from one to four semesters.
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

ANTI- RAGGING COMMITTEE

1. Dr.Shanti.A.Avirah (Office-0485-2822512)
- 2 .Dr.Aby.P.Varghese.
3. Dr. Mathews Jacob
- 4.Dr.Densely Jose
5. Dr.SmithaThankachan
6. Dr.Annu Anna Varghese

7. Sri.T.E.Kuriakose
8. Ms.Ashly Maria John (Student Counsellor,9207184690)
8. SI of Police,Kothamangalam .
9. Dr.Vincent.A.B (PTA President)
10. Alwin Roy,III BSc. Physics
11. I DC Representative.
