

# UNDERGRADUATE ADMISSIONS 2018-19

## Mar Athanasius College (Autonomous), Kothamangalam

# INSTRUCTIONS & CHECKLIST

### **A. REGISTRATION & ONLINE SUBMISSION**

1. Online registration and application to UG programme can be done through the link <http://www.macollege.in/admission/index/1000564> (preferred browser is **MOZILLA FIREFOX**).
2. The applicants will obtain a password and an application number during registration. Use this **PASSWORD** and the **REGISTERED MOBILE NUMBER AS USERNAME** to login again into the website later.
3. Remit the required application fee online using **NET BANKING, CREDIT or DEBIT CARDS**. [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.
4. After payment of the application fee, login to the website and follow instructions online to complete the application process.
5. The applicants can apply for a maximum of 4 courses, based on their qualifications.
6. Upload a copy of mark list of plus-two or equivalent examinations through the link on the final page of the online application form. Certificates of merits (NCC, NSS, sports, arts or any other) can also be uploaded through the same link. **WHEN YOU UPLOAD MORE THAN ONE FILE, MAKE SURE THAT YOU SELECT ALL OF THEM TOGETHER AND UPLOAD, INSTEAD OF UPLOADING ONE BY ONE.**
7. The details once entered will be available (except the last page where details of Marks are submitted) for editing during subsequent login(s) until the **FINISH** button is pressed. **EDITING WILL NOT BE POSSIBLE AFTER PRESSING THE “FINISH” BUTTON.**
8. A PDF version of the filled application will be automatically generated **AFTER PRESSING THE FINISH BUTTON** and can be downloaded. Take print out of the PDF file. This file can be accessed also on subsequent logins.
9. The following will make one complete **APPLICATION SET**:
  - i. Signed hard copy of the PDF application form generated at the college website.
  - 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/JACOBITES/PERSONS WITH DISABILITIES etc.)
10. For each course applied (One can apply for a maximum of 4 courses), applicants must **SEND ONE APPLICATION SET PLUS ONE ADDITIONAL 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 “IMPORTANT DATES” of the prospectus published on college website.
11. Log out from the admission website before you leave the computer.

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

## **B. CHECKLIST FOR SUBMISSION OF ONLINE APPLICATION:**

Make sure that you have the following information/documents ready before logging in for filling up the online application form:

1. Scanned copy of passport size photo (*jpg* or *jpeg* format, file size less than 50kB, 200 X 200 pixels).
2. Scanned copy of the Final Mark sheet of qualifying course (plus two)
3. Scanned copies of certificates of merits (NCC, NSS, sports, arts or any other).
4. Scanned copies of certificates required to prove your eligibility for reservations or bonus marks.

## **C. ADMISSION PROCESS**

1. Rank lists for each course 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. Suggest corrections, if any, before the deadline mentioned in the prospectus that is published online.
3. Final Rank lists will be published in the college website and also in 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 certificate verification in the order they are listed in the rank list.
5. **ADMISSION MEMO WILL NOT BE SENT BY POST** to the candidates in 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 for information and changes in deadlines, if any.
7. All candidates called for certificate verification should report at the college ready to remit the required fee and 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 also must register and submit application through the online admission 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 during online application process on the application for management quota.
10. The application number must be quoted for all correspondence with college office.

#### **D. DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION**

All students who are called for certificate verification should report for admission at the college. Those who fail to do this will be treated as “Not Joined” and further claim for admission by these applicants will not be entertained.

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

1. Proof of ADMISSION Fee (not Application Fee) paid at the College Office.
2. Certificate to prove date of birth.
3. Transfer Certificate (TC) and Conduct Certificate from the Institution last attended.
4. Original mark lists of all parts of the Plus Two / equivalent examination and one attested copy 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.
8. Community Certificate along with income certificate (as per 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.
9. Community Certificate along with the relevant certificate from the revenue authorities concerned to the effect that they come under the Below Poverty Line (BPL) category of forward communities in the case of candidates who wish to avail of reservation under EBFC.
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.
11. Any other documents found necessary by the Principal.