



---

# PROSPECTUS (UG) 2018-19

---

Mar Athanasius College  
(Autonomous)  
Kothamangalam College P O  
Ernakulam (Dt) – 686 666  
KERALA, INDIA

---

[www.macollege.in](http://www.macollege.in) Tel.: 0485 2822378

Email: [admissions@macollege.in](mailto:admissions@macollege.in)

---

**Accredited by NAAC with A<sup>+</sup> (A plus) grade**

## **RAGGING IS A CRIME**

The Hon'ble Supreme Court of India has directed that 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. Ragging in any form is strictly prohibited at Mar Athanasius College, Kothamangalam.

## TABLE OF CONTENTS

IMPORTANT DATES .....	3
1. ABOUT THE COLLEGE .....	3
2. UG COURSES OFFERED & ELIGIBILITY FOR ADMISSION .....	4
3. RESERVATION OF SEATS.....	6
4. MORE ON MANDATORY RESERVATION .....	8
5. ONLINE APPLICATION & ADMISSION.....	8
5. DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION .....	<b>Error! Bookmark not defined.</b>
1. 6. Online registration and application to UG programme can be done through the link <a href="http://www.macollege.in/admission/index/1000564">http://www.macollege.in/admission/index/1000564</a> (preferred browser is <b>MOZILLA FIREFOX</b> ).	
2. The applicants will obtain a password and an application number during registration. Use this <b>PASSWORD</b> and the <b>REGISTERED MOBILE NUMBER AS USERNAME</b> to login again into the website later.	
3. Remit the required application fee online using <b>NET BANKING, CREDIT or DEBIT CARDS</b> . [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. <b>WHEN YOU UPLOAD MORE THAN ONE FILE, MAKE SURE THAT YOU SELECT ALL OF THEM TOGETHER AND UPLOAD, INSTEAD OF UPLOADING ONE BY ONE.</b>	
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 <b>FINISH</b> button is pressed. <b>EDITING WILL NOT BE POSSIBLE AFTER PRESSING THE “FINISH” BUTTON.</b>	
8. A PDF version of the filled application will be automatically generated <b>AFTER PRESSING THE FINISH BUTTON</b> 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 <b>APPLICATION SET</b> :	
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.

#### **A. 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.

#### **B. 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.

**C. 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.

PREPARATION OF RANK LISTS..... 8

<b>IMPORTANT DATES<sup>1</sup></b>		
Mar Athanasius College (Autonomous), Kothamangalam		
Sl. No.	Item	Date
1	Online availability of Registration	<b>16.05.2018</b>
2	Last date for online registration of candidates	<b>04.06.2018</b>
3	Last date for submission of online application	<b>04.06.2018</b>
4	Last date for receiving the printed application	<b>04.06.2018</b>
5	Publication of provisional rank lists on college website	<b>08.06.2018</b>
6	Last date and time for reporting of errors in the provisional rank list, if any	<b>09.06.2018</b>
7	Publication of final rank list and waiting list	<b>12.06.2018</b>
8	Admission for candidates selected under Cultural/ Sports/ Physically Disabled quotas	<b>13.06.2018</b>
9	First allotment - Admission for candidates belonging to all categories	<b>14.06.2018</b>
10	Second allotment - Admission for candidates belonging to all categories	<b>18.06.2018</b>
11	Commencement of classes	<b>20.06.2018</b>
12	Spot Admission for unfilled seats	<b>TBD</b>
13	Closing of Admissions	<b>31.07.2018</b>

## **1. ABOUT THE COLLEGE**

Mar Athanasius College is a premier higher education institute in central Kerala that has more than sixty years of excellence to its credit. The college has celebrated its diamond jubilee in the year 2015. Mar Athanasius College has been accredited with “A” grade by the National Assessment and Accreditation Council (NAAC) of the University Grants Commission (UGC) in the year 2005 and thereafter the accreditation was again reaffirmed with “A” grade in the year 2010. The College now has an “A+ (A plus)” grade after the accreditation exercise in 2017. The UGC has selected the college as a “College with Potential for Excellence (CPE)” twice, and provided ample funding for research, teaching and general development of the college. The Department of Science & Technology (DST), Government of India has awarded the college generous funding for research and development, based on excellence in Research carried out by the faculty and students of the college. Recently the UGC has made the college AUTONOMOUS after considering its teaching and research excellence and infrastructural facilities.

<sup>1</sup> The Principal reserves the right to change deadlines given in the table. Refer to [www.macollege.in](http://www.macollege.in) for latest information.

The College is affiliated to the Mahatma Gandhi University, Kottayam, Kerala and is currently offering 13 undergraduate (UG) and 16 postgraduate (PG) degree courses. Some of these courses are regular courses aided by the Government of Kerala, and Government of India and some of the courses are self-financing. All academic activities like admission, course organisation and examination will be conducted independently by the College in compliance with the Mahatma Gandhi University rules & regulations and the final degree will be awarded by Mahatma Gandhi University, Kottayam. Transparency, credibility, and secrecy in examinations will be maintained as per Mahatma Gandhi University and UGC norms.

From the academic year 2016-2017 onwards, admission to all courses will be performed independently by the college and not through the Common Admissions Process (CAP) of Mahatma Gandhi University. The potential candidates for the courses have to apply directly to the college, the details for which is given in the college web site [www.macollege.in](http://www.macollege.in)

## 2. UG COURSES OFFERED & ELIGIBILITY FOR ADMISSION

The college offers the following undergraduate Courses:

### 1. REGULAR (AIDED) COURSES

Course with core subject	Complementary subjects	Eligibility	No. of Seats
<b>Programmes under Faculty of Language and literature</b>			
Admission to all BA Degree Programmes under the faculties of Language & Literature and 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.			
<b>BA English Literature</b>	A History of England, Sociology	Pass in plus two exam with English as one of the subjects	40
<b>BA Hindi Literature</b>	Functional Hindi, Journalism	Pass in plus two exam with Hindi as one of the subjects	30
<b>Programmes under Faculty of Social Sciences</b>			
Admission to all BA Degree Programmes under the faculties of Language & Literature and 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.			
<b>BA Economics (Model I)</b>	Political Science, World History	Pass in plus two exam	40
<b>BA History (Model I)</b>	Political Science, Economics	Pass in plus two exam	40
<b>BA Sociology (Model I)</b>	Political Science, Economics	Pass in plus two exam	40
<b>Bachelor of Science Programmes under Faculty of Science</b>			
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>B.Sc. Botany (Model I)</b>	Chemistry, Zoology	Pass in plus two/equivalent exam with Biology as one of the optional subjects	32
<b>B.Sc. Chemistry (Model I)</b>	Mathematics, Physics	Pass in plus two/equivalent exam with Chemistry as one of the optional subjects	32
<b>B.Sc. Mathematics (Model I)</b>	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	32
<b>B.Sc. Physics (Model I)</b>	Mathematics, Chemistry	Pass in plus two/equivalent exam with Physics as one of the optional subjects	32
<b>B.Sc. Statistics</b>	Mathematics,	Pass in plus two/equivalent exam with	32

	Computer Science	Mathematics/ Statistics as one of the optional subjects	
<b>B.Sc. Zoology (Model I)</b>	Chemistry, Botany	Pass in plus two/equivalent exam with Biology as one of the optional subjects	36
<b>Programmes under Faculty of Commerce</b>			
<b>Course</b>	<b>Eligibility</b>		<b>No. of Seats</b>
<b>B.Com. Model I : Computer Application</b>	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. <b>OR</b> 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.  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.		50

## 2. SELF FINANCING COURSES

<b>Course with core subject</b>	<b>Eligibility</b>	<b>No. of Seats</b>
<i>Programmes under Faculty of Commerce</i>		
<b>B.Com. Model III (Finance &amp; Taxation)</b>	Same as B.Com. Model I given under Regular Courses	<b>40</b>

**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 possess 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 courses and Self Financing courses 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.

**(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.

3% of the seats are reserved for candidates with disabilities for all programmes, within which 1% of seats shall be reserved for each of the three sections of **Persons with Disabilities category (Blind, Deaf and Orthopedically Challenged)** with provision for interchange 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.

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.

**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 "IMPORTANT DATES" 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 directly to the College before the last date for their admission as per "IMPORTANT DATES" given in this prospectus.

**Sports quota:** - Two seats in each programme (interchangeable) shall be reserved for candidates with outstanding records in sports & games. The applicant for admission to the reservation quota should have represented at least the District Sports Zone. Preference shall be given to Sportsmen/women who have represented the State/National School Meet over those who have represented the District/School. The applicant shall produce the relevant certificate to prove District representation. Marks shall be awarded to the First (Winner or the Winning Team), Second (Runner up or Runner up team), Third (third place) and participation as per the table below:

Sl. No	Tournaments	Points for respective positions			
		First	Second	Third	Participation
1.	Senior/Junior International Competitions	100	90	80	70
2.	Senior/ Junior National Competitions	60	55	50	45
3.	School Nationals(including CISCE,CBSE,HSE,VHSE)	40	35	30	25
4	Inter collegiate/ Senior/Junior State Championship (Inter District)	20	15	10	5

Minimum eligibility for admission of a candidate to undergraduate programmes (Sports Quota) is representation of a district in the State Championship in addition to him/her satisfying academic eligibility.

**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 Jacobite Syrian 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. MORE ON 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 Economically 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. ONLINE APPLICATION & ADMISSION

### D. REGISTRATION & ONLINE SUBMISSION

13. 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**).
14. 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.
15. 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.
16. After payment of the application fee, login to the website and follow instructions online to complete the application process.
17. The applicants can apply for a maximum of 4 courses, based on their qualifications.
18. 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.**

19. 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.**
20. 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.
21. The following will make one complete **APPLICATION SET**:
  - v. Signed hard copy of the PDF application form generated at the college website.
  - vi. Self attested copy of plus two (or equivalent) mark sheet.
  - vii. Self attested copies of certificates of merits (NCC, NSS, sports, arts or any other).
  - viii. Self attested copies of certificates proving claims for reservations (SC/ST/JACOBITES/PERSONS WITH DISABILITIES etc.)
22. 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.
23. Log out from the admission website before you leave the computer.
24. Fake registration by any person / institution will be liable for punitive action.

**E. 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:

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

**F. ADMISSION PROCESS**

11. Rank lists for each course will be prepared as per the rules cited in the prospectus.

12. 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.
13. 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.
14. Eligible candidates will be called for certificate verification in the order they are listed in the rank list.
15. **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.
16. Candidates are requested to check the website frequently for information and changes in deadlines, if any.
17. 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.
18. Candidates claiming reservations/bonus marks must produce originals of relevant certificates during the verification process for admission.
19. 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.
20. The application number must be quoted for all correspondence with college office.

**G. 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.

12. Proof of ADMISSION Fee (not Application Fee) paid at the College Office.
13. Certificate to prove date of birth.
14. Transfer Certificate (TC) and Conduct Certificate from the Institution last attended.
15. Original mark lists of all parts of the Plus Two / equivalent examination and one attested copy of the same.

16. 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)
17. Migration Certificate, if applicable.
18. Caste Certificates proving eligibility for reservations.
19. 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.
20. 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.
21. Candidates who wish to avail of bonus/weightage marks and those who come under sports/cultural/PD quotas must produce relevant certificates in original.
22. Any other documents found necessary by the Principal.

## 6. PREPARATION OF RANK LISTS

The Rank List shall be prepared based on of ranking marks (out of 1000) prepared as follows:

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 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 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.

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 or NSS 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, 5 marks to 'B' Certificate holders and 5 marks to 'C' Certificate holders.*

2. In respect of 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 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-serviceman or an ex service man himself/herself.

### **Indexing of Marks (out of 1000)**

<b>FACULTY OF LANGUAGE &amp; LITERATURE</b>	
B.A. English	Total marks obtained in the qualifying examination <b>less</b> handicap marks <b>plus</b> twice the marks secured in Part I English of the Plus Two/equivalent examination <b>plus</b> weightage of 50 marks to those who have taken English as one of the optional for the qualifying exam <b>plus</b> bonus marks if any.
B.A. Hindi	Total marks obtained in the qualifying examination <b>less</b> handicap marks <b>plus</b> twice the marks secured in Part II Hindi at the qualifying languages examination <b>plus</b> weightage of 50 marks in the case of those who have taken Hindi as optional for the qualifying examination <b>plus</b> bonus marks if any.
<b>FACULTY OF SOCIAL SCIENCES</b>	
Total marks obtained in the qualifying examination <b>less</b> handicap marks <b>plus</b> the marks obtained for optional concerned at the qualifying examination <b>plus</b> a subject weightage of 50 marks in the case of those who have taken the subject concerned at the qualifying examination <b>plus</b> 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.
<b>FACULTY OF SCIENCE</b>	
B.Sc. in Botany, Chemistry, Mathematics, Physics, Statistics and Zoology	Total marks obtained in Part III of the qualifying examination <b>less</b> handicap marks <b>plus</b> marks obtained for the particular subject concerned for which admission is sought <b>plus</b> bonus marks if any. For BSc Statistics, Total marks obtained in Part III of the qualifying examination <b>less</b> handicap marks <b>plus</b> 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.
<b>FACULTY OF COMMERCE</b>	
B.Com.	Marks obtained in Part III Optional at +2/equivalent exam <b>less</b> handicap marks <b>plus</b> a weightage of 50 marks in each of the three subjects of Commerce combination subject to a maximum of 150 marks <b>plus</b> bonus 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.

*For more details about the college visit [www.macollege.in](http://www.macollege.in)  
Helpline number: 0485 2828570*