



PROSPECTUS (PG) 2018-19

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

www.macollege.in

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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 (Autonomous), Kothamangalam.

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IMPORTANT DATES¹ Mar Athanasius College (Autonomous), Kothamangalam		
Sl. No.	Item	Date
1	Online availability of Registration	28.05.2018
2	Last date for online registration of candidates	20.06.2018 04:00 pm
3	Last date for submission of online application	20.06.2018 04:00 pm
4	Last date for receiving the printed application	20.06.2018 04:00 pm
5	Publication of provisional rank lists on college website	25.06.2018
6	Last date and time for reporting of errors in the provisional rank list, if any	26.06.2018
7	Publication of final rank list and waiting list	28.06.2018
8	Admission for candidates selected under Cultural/ Sports/ Physically Disabled quotas	29.06.2018
9	First allotment - Admission for candidates belonging to all categories	02.07.2018
10	Second allotment - Admission for candidates belonging to all categories	04.07.2018
11	Commencement of classes	05.07.2018
12	Spot Admission for unfilled seats	TBD
13	Closing of Admissions	03.08.2018

¹ The Principal reserves the right to change deadlines given in the table. Refer to www.macollege.in for latest information.

1. ADMISSION PROCESS

Admissions will be done as per Mahatma Gandhi University and Government rules and regulations. The submission of application forms for admissions to PG programme will have to be done online. The processes are outlined below.

A. REGISTRATION & ONLINE SUBMISSION OF APPLICATION FORMS

1. Online registration and application to PG 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.150/- (includes Rs.100 as processing fee) for SC/ST candidates and Rs.250/- (includes Rs.200 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. Note that the date format as printed in the application form **will be MONTH-DAY-YEAR**. That is, if your date of birth is 01-JUNE-1970 then it will be printed as 06-01-1970.
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 at the last page of the application. **EDITING WILL NOT BE POSSIBLE AFTER PRESSING THE "FINISH" BUTTON.**
8. Upload a copy of mark list of degree course or equivalent examination through a link on the final page of the online application form.
9. A PDF version of the filled application will be 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.
10. The following will make one complete **APPLICATION SET**:
 - i. Signed copy of the application form generated at the college website.
 - ii. Self attested copy of Degree (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.)

11. **FOR EACH COURSE APPLIED**, applicants must **SEND ONE APPLICATION SET**. An additional set should be sent as office copy (i.e. if you apply for two courses, send three sets of application) to:

**The Principal,
Mar Athanasius College (Autonomous),
Kothamangalam College P O,
Ernakulam District,
Kerala – 686 666**

so as to reach the college office on or before the deadline specified in the section “IMPORTANT DATES” of the prospectus published on college website. Applicant may hand over the applications in person.

12. Ensure logging out from the website on leaving the computer.
13. Fake registration by any person / institution will be viewed seriously and will be liable for punitive action.

B. CHECKLIST FOR SUBMISSION OF ONLINE APPLICATION:

YOU WILL NEED THE FOLLOWING TO COMPLETE APPLICATION PROCESS WHEN LOGGED IN AFTER FEE PAYMENT:

- Scanned copy of passport size photo (*jpg* or *jpeg* format, file size less than 50kB, 200 X 200 pixels).
- Scanned copy of the Final Mark sheet of qualifying degree

INFORMATION

- Applicants should not enter the marks obtained for Vocational Subjects since those are not used in Index Mark (Rank Mark) calculations.
- Read the “**Instructions**” and “**PG Prospectus**” before filling the application form.
- You are required to enter the Grades and Credits obtained for each subject. **Do not enter “Marks” obtained, unless “Pre-CBCSS” is selected as the Qualifying Degree Pattern.**

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.
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 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 through SMS. Note that *DND* enabled mobiles may not display SMS messages from the college.
6. Check the college 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 (as prescribed by Mahatma Gandhi University) and caution deposits, if admitted. Those who fail to do this will be treated as '**Not Joined**' and further claim for admission by these applicants will not be considered.
8. Candidates claiming various reservations/bonus marks must produce originals of relevant certificates during the verification process for admission.
9. Candidates seeking admission under the MANAGEMENT QUOTA 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 get call 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. Receipt of ADMISSION Fee (not Application Fee) remitted at the College Office.
2. Certificate to prove date of birth (front page of SSLC book).
3. Transfer Certificate (TC) and Conduct Certificate from the Institution last attended.
4. Original mark lists of all parts of the Degree Courses / equivalent examination and one attested copy of the same.
5. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from Boards/Institutes/Universities not listed by the Mahatma Gandhi University.
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 lakh 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.
12. The application number must be quoted for all correspondence with college office.

2. ABOUT THE COLLEGE

Mar Athanasius College (Autonomous) is a premier higher education institute in central Kerala that has more than sixty years of excellence to its credit. The college has been given academic autonomy by the UGC in the year 2016. The college has celebrated its diamond jubilee in the year 2015. Mar Athanasius College (Autonomous) 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. In year 2016, NAAC has accredited the college with A+ grade. 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 under its FIST programme, based on excellence in Research carried out by the faculty and students of the college.

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 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.

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

3. PG COURSES OFFERED & ELIGIBILITY FOR ADMISSION

The college offers the following Post Graduate Courses:

REGULAR (AIDED) COURSES			SELF FINANCING COURSES		
Sl. No.	Course with subject	No. of Seats	Sl. No	Course with subject	No. of Seats
1	M.A. English	15	1	M.Sc.Actuarial Science	15
2	M.A. Economics	15	2	M.Sc.Biochemistry	20
3	M.Sc. Botany	10	3	M.Sc. Biotechnology	20
4	M.Sc. Chemistry	10	4	M.Sc. Microbiology	20
5	M.Sc. Mathematics	15	5	M.Sc. Statistics	18
6	M.Sc. Physics	12	6	M.Sc. Zoology	15
7	M.Com Finance	15	7	M.A. History	20
			8	M.A. Sociology	20
			9	M Com International Business	20

Academic eligibility should be satisfied as on the last date of submission of academic data. No candidate shall be admitted to the PG programme unless he/she possess the qualifications and minimum requirements thereof, as prescribed by Mahatma Gandhi University from time to time.

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 will be expelled from Mar Athanasius College (Autonomous), Kothamangalam.

- (i) Candidates should have passed the corresponding Degree Examination under the 10 + 2 + 3 pattern with one core/main subject and two complementary/subsidiary subjects from any of the Universities in Kerala or of any other University recognized by Mahatma Gandhi University as equivalent thereto for admission, subject to the stipulation regarding marks.

OR

- (ii) Candidates who have passed Degree examination with Double or Triple main subject and candidates who have passed the Degree Examination in Vocational or Specialized Programmes are also eligible for admission. However, they have to submit copy of the Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that, their Qualifying Examination is recognized for seeking admission to the relevant P.G. Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

The minimum requirements for admission to PG Degree Programmes are:

A. FACULTY OF LANGUAGE & LITERATURE

1. M. A. English

- (i) Graduates in English under (Model I/II/III) or graduates from other faculties of language and literature, social science, science, and oriental studies can apply. Graduates in Communicative English Model III Triple main pre-CBCSS can apply based on the marks obtained in Part I /Common Course – I – English or Part II / Common Course – II – Second Language.
- (ii) B Com Model I ,BCom Model II , BCom Model III , Vocational BA/BSc Model I , Vocational BA/BSc Model II , Vocational BA/BSc Model III , are not eligible for admission to M.A. English.
- (iii) 75% of the total seats will be reserved for those who have taken English as Optional (Main) concerned under Part III for the BA Degree Course.
- (iv) **For CBCSS New Pattern (Max, Grade Point 10):** Applicants should possess Course Credit Point Average (CCPA) of 4.5 out of 10 in the Core Group (Core plus Open and Complementary courses). However, if the CCPA scored by the applicant for common course (Part I) is greater than the CCPA scored for core course, the CCPA scored for common course will be taken in to account for the calculation of index marks, provided they secure a minimum CCPA of 5.0 out of 10 for common course.
- (v) **For CBCSS (Max. Grade Point 4):** Course Grade Point Average (CGPA) 1.80 or more for qualifying degree (core, open and complementary courses taken together). If the CGPA scored by the graduate for Part I English is greater than the CGPA scored for core course, a minimum CGPA of 2.00 for Part I English is required.
- (vi) **For Pre-CBCSS Pattern (MARKS) :** 45% or more for qualifying degree (core, open and complementary courses taken together). If the Marks scored by the graduate for Part I English is greater than the Marks scored for core course, a minimum of 50% for common course required.
- (vii) Weightage of 10% marks scored for Part III Core/Main/Part I Common courses as the case may be shall be given to the candidates standardizing the marks secured for the same to 600.

B. FACULTY OF SOCIAL SCIENCES

2. M. A. Economics

3. M.A. History

4. M.A. Sociology

M.A. Economics

- (i) Graduates in Economics /Mathematics/ Statistics can apply for M.A. Economics.
- (ii) Weightage of 10 marks shall be given to the candidates who have studied Economics as Core subject in Part III.
- (iii) 75% of the total seats would be reserved for Graduates with BA Economics (Model I/II) degree.

M.A. History

- (iv) Graduates in any subject in the Faculty of Social Sciences or graduation in the faculty of Language and Literature with English (Model I/II/III) and graduates in law can apply for M.A. History.
- (v) Weightage of 10 marks shall be given to the candidates who have studied History as core subject in Part III.
- (vi) 75% of the total seats would be reserved for Graduates with BA History (Model I/II) degree.

M.A. Sociology

- (vii) Graduates in the Faculties of Language & Literature, Social Science, Science and Commerce can apply for M.A. Sociology.
- (viii) Weightage of 10 marks shall be given to the candidates who have studied Sociology as optional in Part III for BA degree.
- (ix) 75% of the total seats for M.A. Sociology would be reserved for Graduates with BA Sociology degree.

Eligibility

- (x) **For CBCSS New Pattern (Max, CCPA 10):** Applicants should possess CCPA of 4.5 out of 10 in the Core Group (Core plus Open and Complementary courses).
- (xi) For **CBCSS (Max. Grade Point 4)** : CGPA 1.80 or more for qualifying degree (core, open and complementary courses taken together).
- (xii) For **Pre-CBCSS Pattern (MARKS)** : 45% or more for qualifying degree (core, open and complementary courses taken together).

C. FACULTY OF SCIENCE

5. **M.Sc. Actuarial Science (SF)**
6. **M.Sc. Botany**
7. **M.Sc. Biotechnology (SF)**
8. **M.Sc. Biochemistry (SF)**
9. **M.Sc. Microbiology (SF)**
10. **M.Sc. Chemistry (Branch III)**
11. **M.Sc. Mathematics**
12. **M.Sc. Physics**
13. **M.Sc. Zoology (SF)**
14. **M.Sc. Statistics (SF)**

M.Sc. Actuarial Science (SF)

- (i) Graduation in any degree with Mathematics/Statistics as one of the subjects of study.
- (ii) A weightage of 10 marks shall be given to candidates who have studied Mathematics/ Statistics as Core Subject in Part III

M.Sc. Botany

- (i) Graduation in Botany or Botany-Biotechnology (double main) can apply for M.Sc. Botany.
- (ii) No weightage marks.

M.Sc. Biotechnology (SF), M.Sc. Biochemistry (SF) and M.Sc. Microbiology (SF)

- (i) Graduates with BSc in Biological Sciences viz, Zoology, Botany, Biochemistry, Biophysics, Biotechnology, Biological Techniques & Specimen Preparation, Microbiology, Chemistry and MLT can apply. MBBS/B Tech degree holders can also apply.
- (ii) Weightage of 10% of marks scored by the candidate in Part III (Core) shall be added to the total of Part III subjects for those candidates who have taken subjects which come under Biological Sciences viz, Botany, Biochemistry, Biophysics, Biotechnology, Microbiology and Zoology.

M.Sc. Chemistry

- (i) Graduation in Chemistry/ Petrochemicals.
- (ii) No weightage Marks

M.Sc. Mathematics

- (i) Graduates with BSc in Mathematics, Statistics, or Computer Application as main subject can apply for M.Sc. Mathematics.
- (ii) No weightage Marks

M.Sc. Physics

- (i) Graduates with BSc in Physics or Electronic Equipment maintenance as main subject can apply for M.Sc. Mathematics.
- (ii) No weightage Marks

M.Sc. Zoology

- (i) Graduates with BSc in Zoology or Biological Techniques & Specimen Preparation can apply for M.Sc. Zoology.
- (ii) No weightage Marks

Eligibility

- (i) **For CBCSS New Pattern (Max. CCPA 10):** Applicants should possess CCPA of 5.0 out of 10 in the Core Group (Core plus Open and Complementary courses).
- (iii) **For CBCSS Pattern (Max, CGPA 4.0) :** CGPA of 2.00 out of 4 in the Core Group (Core + Open + Complementary).
- (i) **For Pre-CBCSS Pattern (MARKS) :** Graduation with not less than 50% marks in the Part III subjects (Main/Core + Subsidiaries/ Complementaries).

MSc Statistics (SF)

Eligibility

- (i) Graduates with BSc in Statistics, Mathematics or Computer Application as main subject can apply for MSc Statistics.
- (ii) Weightage of 10% marks scored by the candidate in Part III Core shall be added to the total of Part III Core for those candidates who have studied Statistics in Part III (Core) after standardizing the marks secured for the same to 600. Weightage of 5% marks scored by the candidate in Part III Core/Main shall be added to the total of Part III Core for those candidates who have studied B Sc Computer Applications (Triple Main) after standardizing the marks secured for the same to 600.

D. FACULTY OF COMMERCE

15. M. Com Finance

16. M.Com International Business

- (i) Graduates with BCom, BBA, or BBM can apply for M Com course
- (ii) No weightage Marks

Eligibility

- (i) **For CBCSS New Pattern (Max, CCPA 10):** Applicants should possess CGPA of 4.5 out of 10 in the Core Group (Core plus Open and Complementary courses).
- (ii) For **CBCSS (Max. CGPA 4)** : CGPA 1.80 or more for qualifying degree (core, open and complementary courses taken together).
- (iii) For **Pre-CBCSS Pattern (MARKS)** : 45% or more for qualifying degree (core, open and complementary courses taken together).

The Open course under core group is taken only for reckoning the eligibility for applying for the PG programmes concerned. But a candidate cannot apply for the respective PG programmes solely on the basis of the open course selected under core group

Relaxation in Marks in the qualifying examination:

- (i) **Kerala Scheduled Caste/Scheduled Tribe Category:** The minimum grade in the qualifying examination for admission to the PG Degree programmes is 'c' (See Annexure I (a) & I (b)) in the seven point scale for CBCSS and a pass for pre CBCSS applicants.
- (ii) **SEBC Category:** A relaxation of 3% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.88 for CBCSS applicants and 47% marks for pre-CBCSS applicants for admission to M Sc programmes and CGPA of 1.68 for CBCSS applicants and 42% marks for pre-CBCSS applicants for admission to M.A/M.Com programmes.
- (iii) **OEC Category:** A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS applicants and 45% marks for pre - CBCSS applicants for admission to M Sc programmes and CGPA of 1.60 for CBCSS applicants and 40% marks for pre CBCSS applicants for admission to MA/M Com programmes.
- (iv) **Persons with Disability category:** A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS applicants and 45% marks for pre - CBCSS applicants for admission to M Sc programmes and CGPA of 1.60 for CBCSS applicants and 40% marks for pre CBCSS applicants for admission to MA/M Com programme.

4. RESERVATION OF SEATS

Seats available for aided courses and Self Financing programmes in the college are under categories of **Merit seats, Community seats, Management seats and seats under reservation.**

Types of Reservation: Out of the total seats available for various PG programmes; seats will be reserved for different categories under the following main items.

- i. Reservation for Nominees.
- ii. Reservation for Persons with Disabilities.
- iii. Special Reservation.
- iv. Mandatory Reservation.

i. Reservation for Nominees:

An additional seat for each programme 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 alone will be eligible for this quota. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed.

Candidates seeking admission under PD category should 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.

3% of the seats are reserved for candidates with disabilities for all programmes. 1% (one percent of the seats in PG Programmes) of seats shall be reserved for each of the three sections of **Persons with Disabilities category (Blind, Deaf and Orthopaedically Challenged)** with provision for interchange of seats, if candidates are not available in a particular category in a year. The 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 programs under the Faculty of Science.

Selected candidates under PD quota should report directly to the College before the last date for their admission as per admission 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: -

The following norms are prescribed for admission under sports quota.

1. One seat for every 20 seats for M.A., M.Sc., M.Com Programmes with interchangeability

2. Where the number of seats is less than 20 for a subject, the seats may be pooled together, M.A., M.Sc., and M.Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.
3. The applicant for admission to the Sports quota should have represented at least the District Sports Zone. Preference shall be given to Sportsmen who have represented the University / State over the sportsmen who have represented the District/College. The applicant will have to produce the Certificate from the Secretary of the State Association of the event concerned to prove District representation. The following guidelines will be followed in determining merit in sports and games for admission to the PG programmes, Points will be awarded to the First (Winner or the Winning Team), Second (Runners up or Runners up team), third (third place) and participation as :

Sl. No	Tournaments	Points for respective positions			
		First	Second	Third	Participation
1.	International Meet of Universities	150	125	100	90
2.	Combined Indian Universities Team	80	70	60	55
3.	National/Inter-State/All India Inter-University	50	40	30	25
4	South Zone Inter University	25	20	15	10
5	State Championship	10	7	5	3
6	Inter Collegiate Championship	7	5	3	--

The selection of candidates under the category will be based on the proficiency in sports/games.

Cultural Quota: -

1. One seat for every 20 seats for M.A., M.Sc., M.Com Programmes with interchangeability
2. Where the number of seats is less than 20 for a subject, the seats may be pooled together, M.A., M.Sc., and M.Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.

The selection will be made from among the applicants for the cultural quota on merit as follows

Sl. No	Level	Points			
		1 st	2 nd	3 rd	4 th
1	National Inter University Youth Festival/Competition of Association of Indian Universities	50	30	20	10
2	Zonal Inter University Youth Festival/Competition of Association of Indian Universities	30	20	10	--
3	Annual University Youth Festival of any University in Kerala	20	10	5	--

In the absence of applicants who do not secure 1st , 2nd and 3rd and 4th places candidates with 'A' grade will be considered for admission. The selection of candidates under the category will be based on the proficiency in cultural events only.

Candidates who possess 'A Grade'

- i. A person can score points only in one category.
- ii. The highest score will be counted
- iii. Where bracketed, scores in other categories will be counted
- iv. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
- v. Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.

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 will be filled on the basis of merit.

Seat Distribution in Self Financing PG programmes :50% of the total seats in Self Financing PG programmes conducted by the college, will 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 ear 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

5. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

- (i) Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required.

- (ii) The claims for **mandatory** reservation once made in the Application form cannot be altered by the candidate under any circumstances.

Claim for Communal reservation under 'Socially and Educationally Backward Classes' (SEBC):

Reservation of seats to the Socially and Educationally backward Classes will be in accordance with the provisions contained in G.O.(P) 208/66/Edn. dated 2.5.1966, as amended from time to time.

- (i) Candidates belonging to Socially and Educationally backward Classes as per G.O.(P) 208/66/Edn. dated 2.5.1966, whose annual family income (i.e, annual income of all members of the family from all sources taken together) is upto Rs.8 lakhs per annum (Rupees. Eight lakhs only per annum) are eligible for reservation under this category. The certificate should have been issued not earlier than 12 months prior to the submission of application. Only the claims of the candidates of those communities that are included in the list of communities appended in the prospectus will be considered.
- (ii) Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians/SIUC and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both '**Community**' and '**Income Certificates**' obtained from the Village Officer concerned. The self attested copy of the certificates should be attached with the application. Candidates whose annual family income is above Rs.8 lakhs (Rs. Eight Lakhs) are not eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

Claim for Reservation under Kerala Scheduled Castes/Kerala Scheduled Tribes Quota

- (i) Candidates claiming reservation under Kerala Scheduled Castes/ Kerala Scheduled Tribes Quota should obtain caste/community certificate from the revenue authorities concerned. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community certificate from Village Officer along with a copy of the gazette notification.
- (ii) **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 revenue authorities concerned. Those OEC candidates whose annual family income is **upto Rs.8 lakhs** alone are eligible for such seats. They are exempted from payment of fee at the time of allotment to PG 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 produce Community Certificate from the Revenue Authorities concerned.**

OTHER GENERAL RULES FOR MANDATORY RESERVATION :

- (i) The seats un-availed by the SC candidates will be diverted to ST candidates and vice versa. The un-availed seats reserved for SC/ST shall be re-notified through print media. If such seats are remaining vacant even after re-notification, these shall be filled as detailed below:-

The unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belonging to SEBC. The seats that further remain unfilled shall go to open quota.

6. PREPARATION OF RANK LIST

Under Pre - CBCSS pattern, the rank list of P.G degree programmes will be prepared on the basis of the marks obtained in the qualifying examination in part III subjects unless otherwise mentioned, standardized to 1000. The index mark is arrived at after adding/deducting weightage, bonus marks and handicap marks, if any.

Under CBCSS pattern, the CGPA secured for Part III Core group (Core + Complementary courses) unless otherwise mentioned shall be converted into marks out of 1000. The index mark is arrived at after adding /deducting weightage, bonus marks and handicap marks, if any.

Wherever letter grades are given for the qualifying examination, the candidate should produce the relevant document so that the grades can be converted into actual marks. In the case of grades where marks range is given, the mid value will be taken for computation of index marks.

Bonus Marks

The Bonus marks will be awarded as follows:

- (i) Bonus of five marks will be awarded to NCC and NSS candidates for admission to all programmes. For NCC candidates the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the Directorate provided the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programmes. An additional bonus mark of 3 will be given to 'A' certificate holders and 5 marks each to 'B' and 'C' Certificate holders in proof of their high proficiency.

The Claim of these candidates who have participated in NCC/NSS activities prior to the University level programme i.e Higher Secondary / Plus Two / Vocational Higher Secondary etc will not be taken into account for awarding bonus marks.

- (ii) In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately preceding the P.G programmes for which admission sought.
- (iii) The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC.

- (iv) A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-servicemen seeking admission to the P.G. Programmes. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained 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 the applicant is the son/daughter of ex service man or an ex service man himself/herself.
- (v) Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks.

Handicap Marks

Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below:

- (i) Handicap mark of 5 will be deducted from the total rank marks for each additional appearance he/she has taken for completing the qualifying examination. *Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.*

7. CALCULATION OF INDEX MARKS

Index mark is calculated after adding /deducting the weightage, bonus marks and handicap marks, if any. For details regarding the weightage of marks for various programmes, please refer to sections 3 and 7 of this prospectus relating to the eligibility for admission and bonus marks. The following criteria will be used in calculating index marks. The process of index mark calculations described below is as per Mahatma Gandhi University norms and is subject to change in accordance with changes in the University norms.

1. M. A. English

- (i) 75% of the total seats will be reserved for those who have taken English as Optional (Main) concerned under Part III for the BA Degree Course.
- (ii) Weightage of 10% marks scored for Part III Core/Main/Part I Common courses as the case may be shall be given to the candidates standardizing the marks secured for the same to 600.

2. M. A. Economics

3. MA History

4. MA Sociology

MA Economics

- (xiii) Weightage of 10 marks shall be given to the candidates who have studied Economics as Core subject in Part III.

(xiv) 75% of the total seats would be reserved for Graduates with BA Economics (Model I/II) degree.

MA History

(i) Weightage of 10 marks shall be given to the candidates who studied History as core subject in Part III.

(ii) 75% of the total seats would be reserved for Graduates with BA History (Model I/II) degree.

MA Sociology

(i) Weightage of 10 marks shall be given to the candidates who have studied Sociology as optional in Part III for BA degree.

(ii) 75% of the total seats for MA Sociology would be reserved for Graduates with BA Sociology degree.

5. M. Sc Actuarial Science (SF)

6. M.Sc. Botany

7. M.Sc. Biotechnology (SF)

8. M.Sc. Biochemistry (SF)

9. M.Sc. Microbiology (SF)

10. M.Sc. Chemistry (Branch III)

11. M.Sc. Mathematics

12. M.Sc. Physics

13. M.Sc. Zoology (SF)

14. M.Sc. Statistics (SF)

M.Sc. Actuarial Science (SF)

(iv) A weightage of 10 marks shall be given to candidates who have studied Mathematics/ Statistics as Core Subject in Part III

M.Sc. Botany

(iii) No weightage marks.

M.Sc. Biotechnology (SF), M.Sc. Biochemistry (SF) and M.Sc. Microbiology (SF)

(iii) Weightage of 10% of marks scored by the candidate in Part III (Core) shall be added to the total of Part III subjects for those candidates who have taken subjects which come under Biological Sciences viz, Botany, Biochemistry, Biophysics, Biotechnology, Microbiology and Zoology.

M.Sc. Chemistry

(iii) No weightage Marks

M.Sc. Mathematics

(iii) No weightage Marks

M.Sc. Physics

(iii) No weightage Marks

M.Sc. Zoology

(iii) No weightage Marks

M.Sc. Statistics (SF)

- (iii) Weightage of 10% marks scored by the candidate in Part III Core shall be added to the total of Part III Core for those candidates who have studied Statistics in Part III (Core) after standardizing the marks secured for the same to 600.
- (iv) Weightage of 5% marks scored by the candidate in Part III Core/Main shall be added to the total of Part III Core for those candidates who have studied B Sc Computer Applications (Triple Main) after standardizing the marks secured for the same to 600.

15. M. Com Finance

16. M.Com International Business

- (i) Graduates with BCom, BBA, or BBM can apply for MCom course
- (ii) No weightage Marks

Resolving of Tie:

In the case of more than one candidate obtaining equal index marks (including weightage/ deduction, if applicable), the candidate who has scored more marks in Part III Main will be placed higher in ranking. If the tie persists the candidate who has scored more marks in Part I common courses/ papers English will be placed higher in ranking and if the tie still persists, the marks scored in Part II common course/additional language will be considered. If the tie still persists, the age of the candidates will be taken into account, the older being placed higher in the ranking. Even after this exercise, if the tie persists, the alphabetical order of the first name of the candidates will be taken into account.

Rounding of marks of 0.5 and above to the highest figure will not be done while calculating the percentage of marks for minimum eligibility.

17. FEE TO BE REMITTED

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

The application fee will be as follows

For General candidates: Rs. **250/-** For SC/ST candidates: Rs. **150/-**

2. Admission fee

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

18. DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION

Reporting at the College for admission: All students who get allotment should report for admission at the college and remit the requisite fee. 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.

- a. The Allotment Memo.
- b. Receipt of fee remitted.
- c. Certificate to prove date of birth.
- d. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.

- e. Grade card/ Marklists of all parts of the Degree examination and Provisional/Degree Certificate.
- f. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Universities.
- g. Migration Certificate, if applicable.
- h. Caste certificate from the revenue authorities concerned in the case of SC/ST candidates.
- i. Community Certificate along with Income certificate 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. 6 lakhs in the case of SEBC candidates who claim reservation under SEBC category. The income certificate should not have been issued earlier than 12 months prior to the submission of application.
- j. 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.
- k. Candidates who wish to avail of bonus/weightage of marks shall produce the relevant certificates.
- l. Any other documents required to be produced before the Principal.

The college authorities, after verifying the above documents, will admit the student.