

**UNDERGRADUATE ADMISSIONS 2017-18**  
**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. During registration, a Challan form for payment of application fee must be downloaded and printed before leaving the computer. **NOTE THAT THE CHALLAN FORM CAN BE DOWNLOADED AND SAVED ONLY ONCE.**
4. Note that the date format as printed in the challan 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.
5. Remit the required application fee [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] at any branch of FEDERAL BANK using the downloaded challan. Application fee is non-refundable.
6. After payment of the application fee, login to the website and follow instructions online to complete the application process.
7. The applicants can opt for 1 to 4 courses, based on qualifications.
8. 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.**
9. Upload a copy of mark list of plus-two or equivalent examinations through a 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.**
10. 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.
11. The following will make one complete **APPLICATION SET**:
  - i. Signed copy of the application form generated at the college website (If any data is missing from the application form, fill it manually).
  - ii. The “College Copy” of Challan receipt in proof of payment of application fee.
  - iii. Self attested copy of plus two (or equivalent) mark sheet.
  - iv. Self attested copies of certificates of merits (NCC, NSS, sports, arts or any other).
  - v. Self attested copies of certificates proving claims for reservations (SC/ST/JACOBITES/PERSONS WITH DISABILITIES etc.)

12. **FOR EACH COURSE APPLIED**, 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 the college office on or before the deadline specified in the section “IMPORTANT DATES” of the prospectus published on college website.

13. Ensure logging out from the website on leaving the computer.
14. Fake registration by any person / institution will be viewed seriously and 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.
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. 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 (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 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 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 in 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 the 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. 1 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.

*The college authorities, after verifying the above documents, shall admit the candidate.*