

CMS COLLEGE KOTTAYAM (AUTONOMOUS)



Undergraduate
Prospectus
2017

PREFACE

‘The College *Cotym*’ which later on came to be known as the CMS College, was established in the year 1817 by the Church Missionary Society, England at the initiative of Colonel Munro, the then Diwan and with the patronage of The Royal Family of Travancore. In its early years, the curriculum included the study of Mathematics, History, and Geography, besides English, Malayalam, Sanskrit and Syriac.

The College was a torchbearer in the higher education arena, not only as a centre of ‘knowledge dissemination’ but also as a centre of ‘knowledge creation’, from the early years onwards. Rev. Benjamin Bailey, the father of printing in Travancore, was the first Principal of the College. He brought out the first English - Malayalam and Malayalam - English dictionaries and also gave Malayalam its modern round-type for printing. ‘The *Cotym* College Quarterly’, the first college magazine in South India was published by the College in 1864.

In 1857, when University system started in India, the College was affiliated to the Madras University. The college was affiliated to Travancore University in 1937, later on to Kerala University and in 1983 to Mahatma Gandhi University, Kottayam. It is recognized as a College with Potential for Excellence by UGC. In 2014, the College was reaccredited by National Assessment and Accreditation Council with A Grade and 3.27 GPA.

Luminaries like Dr. K. R. Narayanan, former President of India, Sri. K. P. S. Menon, former Indian Ambassador to the U. S. S. R., Padmavibhooshan Dr. George Sudarshan, the world renowned Physicist., Padmabhooshan Kavalam Narayana Panicker, Padmabhooshan Justice K. T. Thomas, Film Directors John Abraham, Aravindan etc are some of the illustrious alumni of the CMS College.

The college completes its 200 years of existence in 2017 and Shri. Pranab Mukherjee, Honourable President of India inaugurated the bicentenary celebrations in February 2016. The College aims to be a centre of excellence for imparting value based liberal education for promoting inclusive and holistic growth of the learner with thrust on real time needs.

ATTENTION

1. For admissions apply directly to the College, in the prescribed format which is available in the office or online at www.cmscollege.ac.in. Cost of application and processing fee for registration is Rs.100/- for SC/ST and Rs.200/- for others.

Online registration for admission will be active from :12-05-2017

Last date for submission of application :02-06-2017

2. For details of eligibility for admission to different undergraduate programmes, the candidate should read the prospectus carefully

3. For **Merit** seats under **Sports / Cultural / PD** Quotas, apply online and submit a print out of the application, along with copies of documents supporting the claim for admission under Sports / Cultural / PD Quotas directly to the College office before: **02 - 06 - 2017**

4. For **CSI Merit** seats, apply through online by selecting CSI Quota in the general application form) (*Preference will be given to Candidates from Madhya Kerala Diocese*). Church membership certificate and recommendation by the Parish Priest must be produced at the time of interview. ***The seat allotted will be rejected if the candidate fails to produce the Church membership certificate at the time of interview***

5. Application for **Management Quota** should be submitted online. A print out of the application form along with the recommendation and testimonials should be submitted to the admission office on or before: **20 – 06 – 2017**

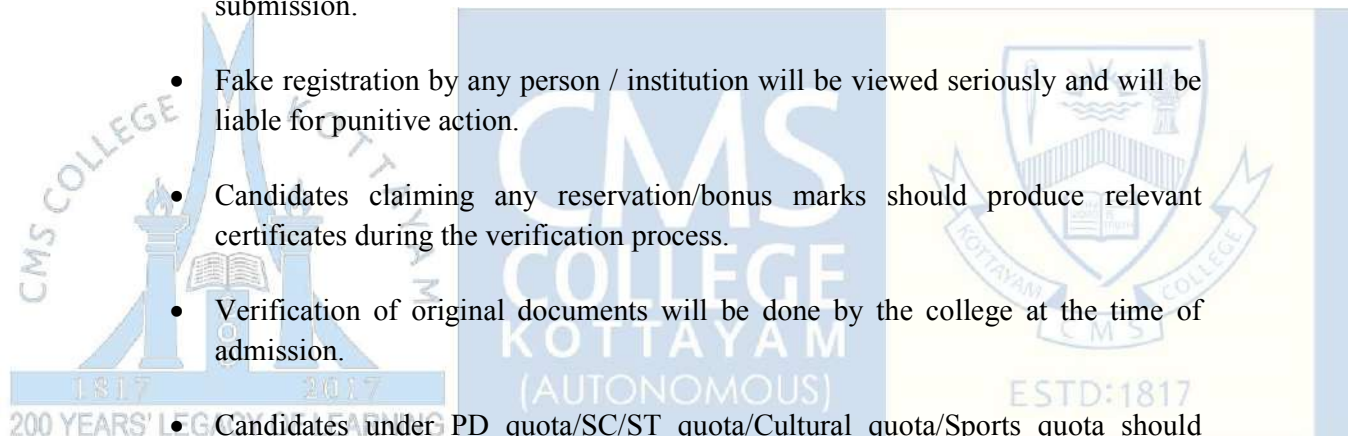
6. Rank list under each category will be prepared strictly as per the guidelines of the MG University including bonus marks, weightage and handicap marks in relevant cases. Rank lists will be published and the shortlisted candidates will be informed as per the notification.

7. Every candidate can give priority of six programmes in an application. Interchange of priority will not be permitted once the application is submitted. Selection of second language can be finalized at the time of admission. (**Imp. Candidate must mention ‘Aided’ or ‘ Self Financing’ along with the choice of programme**)

8. All the shortlisted candidates will be informed about their position in the rank list and date of the interview through SMS / e-mail / College web site / College notice board. Selected candidates should report for admission on the assigned date at the stipulated time, with all necessary documents and fees. Retaining of seats will not be permitted for late comers.

IMPORTANT POINTS

- Candidates should apply for admissions to UG programmes for the academic year-2017-18 online on or before the last date stipulated in the admission schedule
- Online registration can be made by accessing the website www.cmscollege.ac.in
- While registering, the category (SC/ST or Others) selected, cannot be altered in any further stage of the process.
- Fee for registration of application can be paid online using debit card, credit card or internet banking.
- Verify your personal as well as academic details carefully before final submission.
- Fake registration by any person / institution will be viewed seriously and will be liable for punitive action.
- Candidates claiming any reservation/bonus marks should produce relevant certificates during the verification process.
- Verification of original documents will be done by the college at the time of admission.
- Candidates under PD quota/SC/ST quota/Cultural quota/Sports quota should attach relevant certificates mentioned in the prospectus, along with print out of the application form.
- All candidates who secure allotment should pay the requisite fee in the college office
- Applicants should report for admission at the college with a print out of the acknowledgement letter.
- Candidates can view the status of their allotment by accessing the 'Ranklist' link (www.cmscollege.ac.in/ug-ranklist-2017.html) on the college web site. No memo will be sent by post from college office in any case.



CONTENTS

1. UG ADMISSION SCHEDULE -2017	6
2. PROGRAMMES OFFERED – UNDERGRADUATE	7
3. CLASSIFICATION/CATEGORIZATION OF SEATS	8
4. RESERVATION OF SEATS	8
5. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED	12
6. ELIGIBILITY FOR ADMISSION	13
7. PREPARATION OF RANK LIST	15
8. ALLOTMENT PROCESS (AP)	19
9. FEE SCHEDULE	21
10. SPECIAL NOTICE ON RAGGING AS A CRIMINAL OFFENCE	22

2. PROGRAMMES OFFERED - UNDERGRADUATE

The college offers 15 programmes at the undergraduate level

No	Programmes	Stream	Seats
1	B.A Economics Model I	Aided	40
2	B.A English Language and Literature Model I	Aided	50
3	B.A English Literature ,Communication and Journalism Model III (Triple Main)	Self Financing	30
4	B.A History Model I	Aided	50
5	B.A Malayalam Language and Literature Model II Copy Editing	Aided	24
6	B.Com Model I Finance & Taxation	Aided	50
7	B.Com Model I Finance &Taxation (2 Batches)	Self Financing	90
8	B.Sc Botany and Biotechnology (Double Main)	Self Financing	30
9	B.Sc Botany Model I	Aided	48
10	B.Sc Chemistry Model I	Aided	48
11	B.Sc Family & Community Science Model I	Aided	36
12	B.Sc Mathematics Model I	Aided	50
13	B.Sc Physics Model I	Aided	48
14	B.Sc Zoology Model I	Aided	48
15	Bachelor of Computer Application (B C A)	Self Financing	30

Add on Programmes:

1. Certificate Programme in Fashion Designing
2. Certificate Programme in Medicinal and Ornamental Plants
3. Certificate Programme in Computerised Accounting
4. Certificate Programme in Web Designing and Animation
5. Certificate Programme in Graphic Designing
6. Certificate Programme in Visual Media

3. CLASSIFICATION/CATEGORIZATION OF SEATS

Seats available in the College are classified as Merit Seats, Management Seats and Community Seats.

4. RESERVATION OF SEATS

A. Aided Programmes:

4.1 Types of Reservation - Out of the total Merit Seats available in the college under various UG Programmes, seats are reserved for different categories, namely, Reservation for Nominees, Reservation for Persons with Disabilities, Special Reservation and Mandatory reservation

- a. **Reservation for Nominees:** An additional seat for each programme in the College 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. Such applicants should apply directly to the college office.
- b. **Reservation for Persons with Disabilities (PD):** 3% of the seats are reserved for candidates with disabilities for all programmes. 1% (one percent of the seats in UG Programmes) 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 selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability.

‘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 attach 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. No reservation of seats is allowed for Blind candidates in Science subjects.

- c. Reservation of Seats for Malayalee students from Andaman & Nicobar Islands:- : An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of Malayalee students from Andaman & Nicobar Islands. This seat shall not be filled up by other candidates (U.O. No. 6199/AI/2016/Acad dated 23.11.2016). The Head of the institutions should forward the list of such candidates admitted, separately to the University, immediately after admissions. Such applicants should apply directly to the colleges concerned.
- d. **Special Reservation:** - The seats reserved under Sports Quota and Cultural Quota come under this category.
- i. **Sports quota:** - Two seats under each programme (interchangeable) shall be reserved for candidates with outstanding records in sports & games. 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 State/National School Meet. The applicant shall produce the relevant certificate to prove District representation.

The following guidelines shall be followed in determining merit in sports for admission to the UG programmes. 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 detailed in Table 4-1. 7

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

2) For securing admission to UG programmes under Sports Quota, the performance of the candidate at 11th and 12th standards alone will be considered.

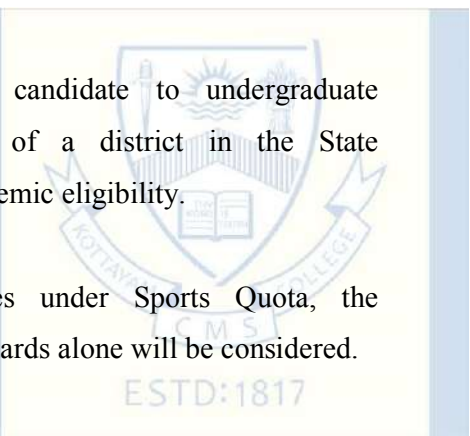
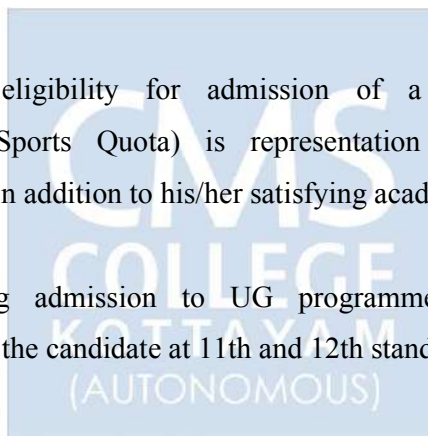
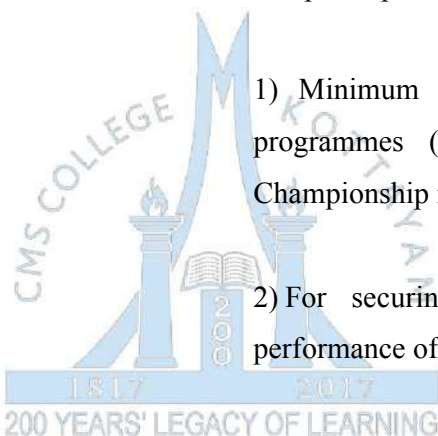


Table 4.1

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	Intercollegiate/Senior/Junior State Championship (Inter District)	20	15	10	5

- ii. **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 4.2.

Table 4.2

Level	Points of Participation		
	A	B	C
Kerala School Kalolsavam	20	10	5
Revenue District Level Youth Festival	10	5	0

- A person can score points only in one category
- The highest score will be counted
- Where bracketed, scores in other categories will be counted

If vacancies arise due to discontinuation of candidates under Sports/Cultural/PD quotas, the next eligible candidate in the Rank List shall be admitted. In case there is no next eligible candidate, the vacant seat shall be merged with the general merit quota.

- d. **Mandatory Reservation:** - The seats for each programme will be distributed as per the existing pattern given in Table 4.3

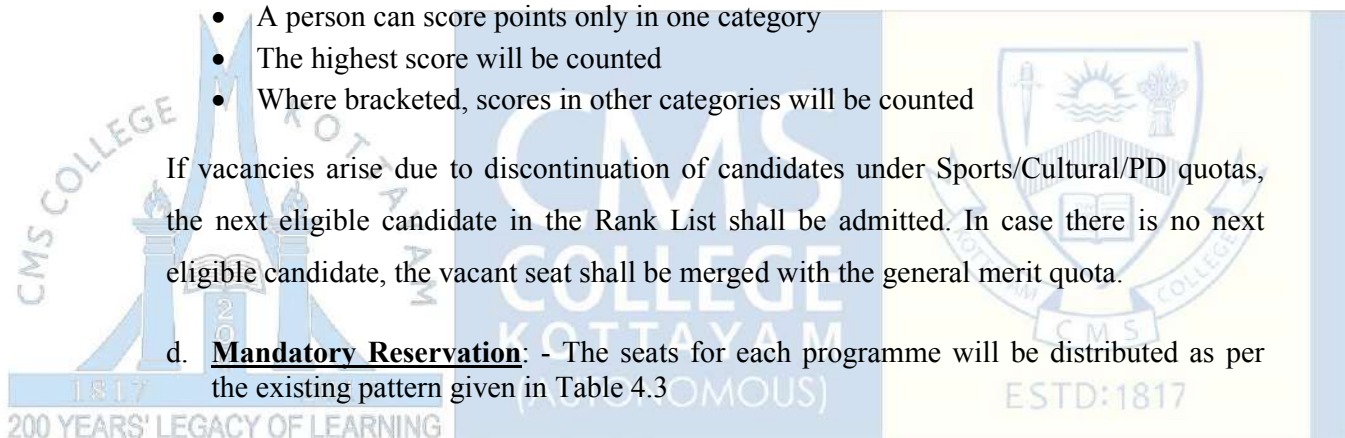


Table 4.3

Sl. No	Seat Reservation	Seat Distribution (in Percentage)
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 members of the Church of South India (CSI) community and such seats shall be filled on the basis of merit. The seats under management quota shall be filled by the management from among candidates of their choice. Preference shall be given to members of CSI Madhya Kerala Diocese

B. Self-Financing Programmes:

In the self financing programmes 50% of the total seats 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 detailed in Table 4.4.

Table 4.4

Distribution of 50% seats earmarked under Merit category	Percentage of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

The open quota seats will be filled purely on the basis of merit irrespective of the category/community to which the candidate belongs.

4. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

Claims for Mandatory Reservations must be made by a candidate at the time of submission of application. 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 'Kerala Socially and Educationally Backward Classes' (KSEBC):- 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.

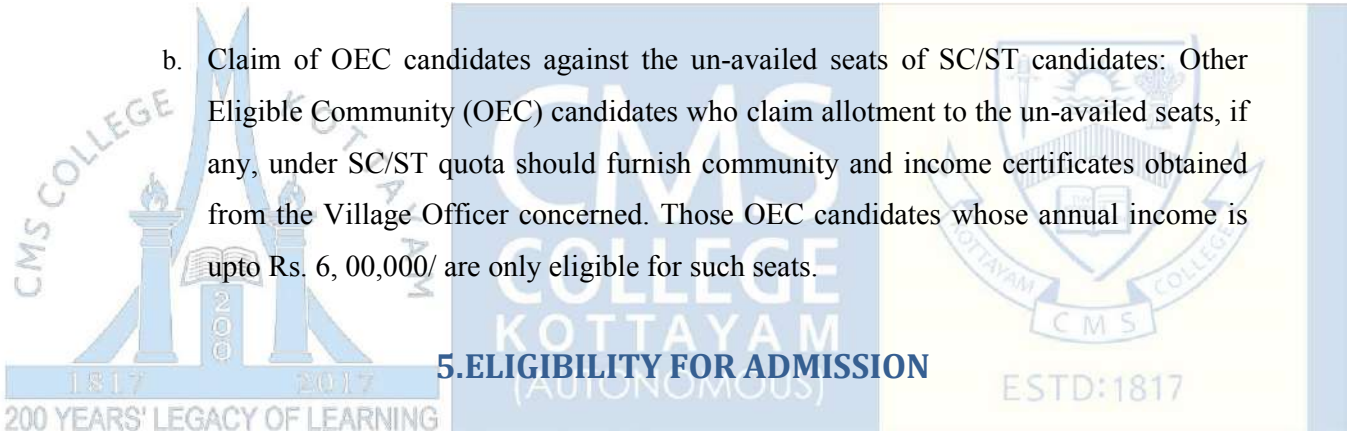
1. Candidates belonging to Socially and Educationally Backward Classes as per G.O. (P) 02/2017/BCDD dated 08.03.2017, who belong to the non-creamy layer are eligible for reservation under this category. The non-creamy layer certificate should have been issued not earlier than 12 months prior to the submission 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.
2. Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians 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 above certificates should be attached with the application. Candidates whose annual family income is above Rs.6 lakhs are not eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

4.1 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.

4.2 Other General Rules for Mandatory Reservation:-The seats unavailed by the SC candidates will go to ST candidates and vice versa. The unavailed 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, these shall be filled as detailed below:-

- a. The unfilled seats shall be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota.
- b. 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 income is upto Rs. 6, 00,000/ are only eligible for such seats.



Academic eligibility as prescribed by Mahatma Gandhi University should be satisfied as on the last date of submission of academic data. In the case of candidates who have passed examinations of other Boards/Institutes/Governments, except CBSE/CISCE, they shall be admitted only if these examinations have been declared equivalent to the qualifying examinations of MG University. If an applicant for admission is found to have indulged in ragging or any other misconduct 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 educational institution. No candidate shall be admitted to the degree programme unless he/she possess the qualifications and minimum requirements thereof.

5.1 Bachelor of Arts (B.A) Degree Programmes

1. BA English Language and Literature (Aided)
2. BA Economics (Aided)
3. BA History (Aided)
4. BA (Voc) Malayalam (Aided)
5. B.A English Literature, Communication and Journalism -Triple Main- (Self Financing)

Admission to all **BA Degree Programmes** shall be open only to candidates who have passed Plus Two or equivalent examination or an examination recognised by this University as equivalent thereto.

6.2 Bachelor of Science (B.Sc) Degree Programmes

The B.Sc Degree programmes shall be open only to candidates who have passed the Plus Two or equivalent examination or an examination recognized by MG University 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 various programmes are given below.

1. **B.Sc. Botany:** Candidates should have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.
2. **B.Sc. Chemistry:** Candidates should have passed the Plus Two/equivalent examination with Chemistry as one of the optional subjects at Plus Two level.
3. **B.Sc. Mathematics:** Candidates should have passed the Plus Two/equivalent examination with Mathematics as optional subjects.
4. **B.Sc. Physics:** Candidates should have passed the Plus Two/equivalent examination with Physics as one of the optional subjects.
5. **B.Sc. Zoology:** Candidates should have passed the Plus Two/equivalent examination with Biology as one of the optional subjects.
6. **B.Sc Family and Community Science:** Candidates shall be required to have passed the Plus Two or equivalent examination or an examination recognised by the University as equivalent thereto.
7. **B.Sc. Botany and Biotechnology Double Main (Self financing):** Candidates shall be required to have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.

6.3 Bachelor of Commerce (B.Com) Degree Programmes

1. B Com Finance and Taxation (Aided)
2. B Com Finance and Taxation (Self- financing) – (2 batches)

Admission to the **B.Com Degree Programmes** shall be open only to candidates who have passed the Plus Two or equivalent examination recognized by this 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.

OR

Have passed Plus Two or equivalent examination recognized by this University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.

(For SC/ST applicants only a pass minimum is required and for SEBC and OEC applicants 3% and 5% relaxation of marks respectively are allowed.)

6.4 Bachelor of Computer Applications (BCA) Degree Programme

Bachelor of Computer Applications (BCA): Candidates shall be required to have passed the Plus Two/equivalent examination in science stream with

Mathematics/Computer Science as optional.

7. PREPARATION OF RANK LIST

The Rank List shall be prepared on the basis of ranking marks arrived at as follows:

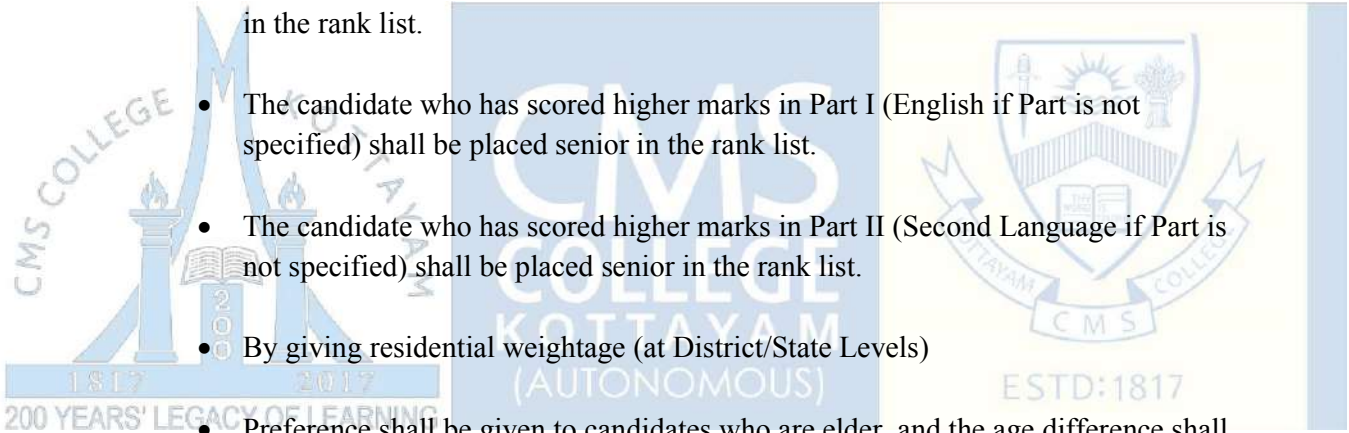
7.1 Handicap of Five marks for every successive attempt after the first attempt subject to a maximum of twenty marks will be deducted from the total marks in the case of those who have taken two or more chances to complete the examination. The number of chances means the number of chances taken for passing any part of the qualifying examination after the prescribed programme period. Appearance for improvement of marks shall not be considered as an additional chance.

7.2 No handicap marks for SAY (Save a Year) pass outs shall 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.

7.3 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:

- 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.
- The 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.
- The candidate who has scored higher marks in Part I (English if Part is not specified) shall be placed senior in the rank list.
- The candidate who has scored higher marks in Part II (Second Language if Part is not specified) shall be placed senior in the rank list.
- By giving residential weightage (at District/State Levels)
- Preference shall be given to candidates who are elder, and the age difference shall be calculated in completed years only, rounding off fractions. (As candidates having difference in age less than one year happen to be admitted in the same class).



7.4 Bonus Marks

The Bonus Marks Will Be Awarded As Follows:

1. Bonus of 15 marks shall be awarded to applicants with NCC (National Cadet Corps) or NSS (National Service Scheme) 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 atleast 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 5marks to ‘C’ Certificate holders in proof of their high proficiency.

2. In respect of NSS candidates, the bonus marks will be awarded on the basis of NSS Certificates issued by the competent authority.

3. 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-service man or an ex service man himself/herself.

a. The benefit of bonus marks can be scored by a candidate only under one category i.e., either NSS or NCC.

b. 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.

7.5 Indexing of Marks

BACHELOR OF ARTS (BA) DEGREE PROGRAMMES

BA English Language and Literature	Total marks obtained in the qualifying examination less handicap marks plus twice the marks secured in Part I English of the Plus Two/equivalent examination plus weightage of 50 marks to those who have taken English as one of the optional for the qualifying exam plus bonus marks if any.*
BA Malayalam (Vocational)	Total marks obtained in the qualifying examination less handicap marks plus twice the marks secured in Part II Second Language concerned at the qualifying Languages

	examination plus weightage of 50 marks to those who have taken the language concerned as the optional for the qualifying exam plus bonus marks if any.*
BA Economics	Total marks obtained in the qualifying examination less handicap marks plus the marks obtained for Optional concerned at the qualifying examination plus a subject weightage of 50 marks in the case of those who have taken the subject concerned at the qualifying exam plus bonus marks if any. Weightage of 50 marks for Economics.*
BA History	Total marks obtained in the qualifying examination less handicap marks plus the marks obtained for Optional concerned at the qualifying examination plus a subject weightage of 50 marks in the case of those who have taken the subject concerned at the qualifying exam plus bonus marks if any. Weightage of 50 marks for History in the qualifying examination.*

BACHELOR OF SCIENCE (B.Sc.) DEGREE PROGRAMMES

B.Sc. Programmes	Total marks obtained in Part III of the qualifying examination less handicap marks plus marks obtained for the particular subject concerned for which admission is sought plus bonus marks, if any.*
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BACHELOR OF COMPUTER APPLICATIONS

Total marks obtained in Part III **less** handicap marks **plus** marks obtained for Mathematics/Statistics **plus** bonus marks, if any.*

BACHELOR OF COMMERCE (B.Com) DEGREE PROGRAMMES

Marks obtained in Part III Optional at Plus Two or equivalent exam **less** handicap marks **plus** a weightage of 50 marks in each of the three subjects of Commerce combination subject to a maximum of 150 marks **plus** bonus marks, if any. The Optional subjects concerned under Part III will be Commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-keeping and Accountancy, Economics, Life Insurance and Salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Computer Science/Computer Application, Informatics Practice, Management, Informatics Practice & Management.*

**Marks obtained for the subject in other stream viz, CBSE, CISCE etc shall be standardized to that of Kerala Higher Secondary i.e., 200 marks per paper (200 marks x 6 = 1,200 i.e., total marks). Index marks shall be calculated as mentioned in clause 6.5.*

But the marks obtained for vocational subjects in VHSE/THSE, etc., are to be excluded while calculating index marks.

8. ALLOTMENT PROCESS (AP)

8.1. Mode of Submission of Application

The candidates can submit application through online. For online submission of application the candidates must visit the web site,

www.cmscollege.ac.in and click on the button “**Admissions**”.

Before submitting the application, candidates are advised to verify the details of academic programmes in the college including hostel facilities through the website of the college, in addition to the information given in this prospectus. Before selecting a programme the applicant shall satisfy himself/herself that he/she possesses the prescribed qualification for applying for the programme.

8.2 . Application Fees for UG Programme.

For all applicants except SC/ST	200/- (including processing fee of 150/-)
For SC/ST candidates	100/- (including processing fee of 50/-)

8.3. Application under Special Quota

Necessary documents in support of applications for admission in Sports, cultural and Physically challenged quota should reach on or before the last date of submission of application.

8.4 Late Application

After the last day of submitting application, late application may be submitted after getting special sanction from the principal.

8.5. At the time of admission please note the following.

- Candidates coming for admission should be accompanied by their parents.
- Selected candidates will have to pay the required fees at the time of admission.

At the time of admission the candidate has to submit the following documents

1. Print out of the acknowledgement card obtained at the time of application submission.
2. Class X mark list (Original and two copies)
3. Class XII mark list (Original and two copies)
4. Transfer Certificate (TC) and Conduct Certificate from the Institution last attended.
5. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Boards/ Institutes/ Govts except CBSE/ CISCE/ Kerala State.
6. Migration Certificate (if applicable)
7. Candidates seeking admission under Sports/cultural/physically disabled quota should bring the relevant certificates in original, to verify their claims for the special quota.
8. Caste Certificate for admission in the SC/ST / OBC/ OEC/SEBC quota.
9. Original and copies of relevant certificates for claiming bonus marks under Ex-service / NSS / NCC category
10. Church Membership Certificate and recommendation from the parish priest for admission under CSI Community Merit
11. 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 lakh 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.

12. 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.
13. Cancellation Certificate, if already joined for any study programme in the previous years in any university
14. Three copies of recent passport size photographs

10. SPECIAL NOTICE ON RAGGING AS A CRIMINAL OFFENCE

10.1. Ragging is prohibited by law and is totally banned in the college. It is a criminal offence and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately as per law/ UGC guidelines.

10.2. “Ragging” means the following: “Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.”

10.3. Students are directed to report any incident of ragging forthwith to the respective Faculty Advisor of the Class or any member of the Anti Ragging Committee or the Head of the Department or the Principal. **For Ragging Complaints at the UGC level: Toll Free No.: 1800 - 180 - 5522; E-mail : helpline@antiragging.in**