

MAR IVANIOS COLLEGE

AUTONOMOUS



PROSPECTUS
2020 -2021



Mar Ivanios Vidya Nagar
Nalanchira
Thiruvananthapuram
Kerala 695 015
Tel: 0471-2531053
Email: info@mic.ac.in
www.mic.ac.in | www.marivanioscollege.ac.in

PROSPECTUS

2020-21

[Subject to modifications as per COVID-19 directives]

This Prospectus for Admissions 2020 contains three sections: A General Introduction with details of Programmes offered; Admission Regulations; Instructions for Online Application; and a Special Notice on Ragging as a Crime. Please read this document carefully before starting the application process.

Convener
Admissions Committee

VISION

To be an internationally recognized institution of excellence in higher education, inculcating the values of truth and charity, for the protection and promotion of human dignity and of a cultural heritage, through teaching, research, and extension services offered to society.

MISSION

To produce intellectually trained, morally upright, socially committed, spiritually inspired and ecologically conscious young men and women, irrespective of caste, creed, gender or nationality;

To create a vibrant academic community known for its innovation, intellectual rigour and social commitment through internationally validated teaching-learning, research, co-curricular and outreach processes in the faculties of Arts, Science and Commerce.

To ensure the academic, social, and spiritual development of students who belong to the Malankara Syrian Catholic Church into responsible citizens of India and the world, thus actualizing the dreams of the Venerable Founding Fathers.

PROSPECTUS FOR 2020-21 ADMISSIONS

This Prospectus contains general information and rules relating to admission to the First Degree Programme [FDP] Under Choice Based Credit and Semester (CBCS) system and Career-related First Degree Programme in Mar Ivanios College, Post-Graduate Programmes [PGP] for the academic year 2020-2021.

It consists of three sections: i) General information about the programmes offered by the College and the basic rules of the College; ii) **Admission Regulations** relating to the admission to the First Degree Programme under CBCS system and Career-related First Degree Programme; iii) A special notice on Ragging as a Criminal Offence.

1. GENERAL INFORMATION

1.1 PROGRAMMES OFFERED FOR STUDY

Applications are invited for candidates to be admitted to the First Degree Programmes and Post Graduate Programmes in the Faculties of Arts, Science and Commerce in Mar Ivanios College. The FDP leads to a Bachelor's Degree in the relevant subject, while the Post Graduate Programme leads to a Master's Degree in the relevant subject. Each Programme extends for a period of three years/ six semesters for the FDPs and a period of two years/ four semesters for the PG programmes. The Programme of study shall be by regular attendance for the requisite number of lectures, practical training and other academic requirements. The First Degree Programmes offered by Mar Ivanios College under the aided, as well as Post-Graduate Programmes, are given below:

1.1.1 FIRST DEGREE PROGRAMMES (AIDED PROGRAMMES)

Duration of the Programme: 3 Years/ 6 Semesters

Age limit: The maximum age limit for admission to the UG programme shall be 23 years as on 1st June of the academic year (2020). For SC/ST candidates, the age limit is 25 years.

No	DEGREE	PROGRAMME	COMPLEMENTARY COURSE
1	B.A	English Language and Literature	1. History of English Language & Literature
			2. History of the Modern World
2	B.A	Economics	1. Political Science
			2. History of Modern India/ Mathematics
3	B.A	Journalism and Mass Communication	1. Creative Writing: Malayalam
			2. Creative Writing : English

4	B.Sc	Mathematics	1. Physics
			2. Statistics
5	B.Sc	Physics	1. Mathematics
			2. Chemistry
6	B.Sc	Chemistry	1. Mathematics
			2. Physics
7	B.Sc	Botany	1. Chemistry
			2. Zoology
8	B.Sc	Zoology	1. Chemistry
			2. Botany
9	B.Sc	Botany & Biotechnology	1. Biochemistry
10	B.Com	Commerce	1. Finance/Computer Applications/ Co-operation (Electives)

1.1.2. FIRST DEGREE PROGRAMMES (UNAIDED PROGRAMMES)

Duration of the Programme: 3 Years/ 6 Semesters

NO	DEGREE	PROGRAMME	COMPLEMENTARY COURSE
1	B.A	English Language and Literature	1. History of English Language & Literature
			2. History of the Modern World
2	B.Com	Commerce	1. Finance (Elective)
3	B.Com	Accounts & Audit**	2. Accounts & Audit
4	B.Sc.	Computer Science	Mathematics
5	B.A.	English & Communicative English	History of English Literature

****Mar Ivanios College (Autonomous) is offering the UG programme titled *B.Com (Accounts & Audit)* to cater mainly to students who wish to pursue Chartered Accountancy (CA). The syllabus is structured in such a way to make the students eligible to appear for the CA Foundation, CA Intermediate Group-1 and CA Intermediate Group-2 Examinations on completion of their second, fourth and sixth semesters respectively so that they can pursue the Articleship immediately on completion of their sixth semester.**

For details of this programme, contact Dr. Zajo Joseph – 9447309213)

The First Degree Programmes shall include 1) Language Courses 2) Foundation Courses 3) Core Courses in the major subjects related to Degree Programmes 4) Complementary Courses on allied subjects 5) Open Course 6) Elective Courses and 7) Project/Dissertation. In the case of subjects included in 2 (a) Restructured/ Career Related Programmes (i. Botany and Biotechnology; and ii. Journalism and Mass Communication), there shall be a component of Vocational Course.

The minimum number of Courses required for the completion of a Degree Programme may vary from 30 to 38 depending on the Credits assigned to different Courses; students shall be required to earn a minimum of 120 Credits from all the Courses to complete the Bachelor's Degree.

Although the minimum of 120 Credits is mandatory for the successful completion of the CBCS UG Programme within a minimum period of 6 Semesters and for the award of the Degree, the students may also do the following as AUDIT courses

SEMESTER	COURSE
Semester I & II	Talent/ Leadership Development Club Activities
Semester III &	Value Education Course
Semester III & IV	Community Services/ Extension Activities/ Outreach Programme/ Internship Programme
Semester V & VI	Soft Skill Development and Finishing School

1.1.3. POST-GRADUATE PROGRAMMES (AIDED PROGRAMMES)

Duration of the Programme: 2 Years/ 4 Semesters

NO	DEGREE	PROGRAMME
1	M.A	English Language and Literature
2	M.A	Malayalam with Media Studies
3	M.Sc	Mathematics
4	M.Sc	Physics
5	M.Sc	Chemistry
6	M.Sc	Zoology
7	M.Com	Finance
8	MTTM	Tourism & Travel Management

1.1.4. OTHER SPECIAL ADD-ON COURSES

Students admitted to the College can opt to join any of the special add-on Courses below:

1.1.4.1 UGC Funded Special Schemes for students belonging to SC/ST/ Minority Communities/ OBC (Non- Creamy Layer)

- i. Remedial Coaching
- ii. Coaching for UGC NET Examinations
- iii. Entry into Service Courses

1.1.4.2 Coaching for Civil Service Examinations

This is being offered as a 3 year add-on course in joint venture with Civil Service Institute, Pala. Classes will be held on weekends and are handled by dedicated faculty who will include Civil Service officers and other resource persons of eminence. This coaching will also help students to prepare for any UPSC examination. For details: Civil Service Institute Coordinator Ph. 9447809721/ 9447102080

1.1.4.3 BEC Courses of Cambridge University

The Centre, currently into the 12th year has been maintaining a uniformly high pass percentage of above 85% in the BEC exams, with the last five batches producing 100% pass. The Centre is now elevated to the status of Cambridge English International Preparation Centre for all the Cambridge University English Programmes. The College subsequently becomes the first College in Kerala to be raised to this status. Mar Ivanios College is also the first Arts and Science College in the country to be registered on the Cambridge University's Campus to Work global portal which connects institutions with employers across the world. The Centre was initiated by the former Principal, Rev. Dr. Mathew Manakarakavil. The co-ordinator of the Centre is Dr. P.J. Jacob, Ph: 9447429279.

1.1.4.4 New Initiatives of the Dept of Higher Education, Govt of Kerala

The following New Initiatives of the Department of Higher Education, Govt. of Kerala, are available on campus:

- i. Scholar Support Programme (SSP)
- ii. Walk with a Scholar Programme (WWS)
- iii. Additional Skills Acquisition Programme (ASAP)

1.145 Add-On Courses Offered by the Faculty

The following add-on courses designed by the faculty are open to all students:

i. Life Skills Courses

- a Certificate Course in Potential Enhancement Training(PET)
- b Certificate Course in Fundamentals of Computer Applications
- c Certificate Course in Yoga
- d Certificate Course in Fresh water Aquarium Maintenance and Management.

ii. Professional Skills Courses

- a P.G Diploma Course in Teaching in Higher Education (PGCTHE)
- b P.G Diploma Course in Digital Library Management
- c Certificate course in Statistical Methods

iii. Language Skills Courses

- a Diploma Course in Multimodal Communicative English
- b Diploma Course in Communicative French
- c Certificate Course in Communicative Hindi
- d Certificate Course in Communicative Tamil

1.146 IGNOU Courses

The Mar Ivanios College IGNOU Study Centre (Centre No. 1441), a full-fledged IGNOU Study Centre under the Trivandrum Regional Centre, is a sought after centre for many from Trivandrum and neighbouring districts. Students can choose from among the various programmes offered by IGNOU and get IGNOU certification along with their University degree. For details contact: Ph : 0471-2543838 (O) visit www.ignou.ac.in. The co-ordinator of the Centre is Alexander Jacob, Ph: 9447025333.

1.2 FEES AND FEE CONCESSIONS (PG fees Subject to Change)

SCHEDULE OF FEES 2020-21 (Aided Programmes)*

To be paid at the time of admission

PROGRAMME		Admission Fee (One-time payment)	Caution Deposit (One-time payment)	Laboratory Fee (Every Year)	Special Fee (One-time payment)	Tuition Fee (Every Year)	University Fee (First Year)
B.A	Economics	Rs.80	Rs.360	NA	Rs.525	Rs.1050	Rs.1470
	English Language & Literature	Rs.80	Rs.360	NA	Rs.525	Rs.1050	Rs.1470
	Journalism and Mass Communication	Rs.80	Rs.360	NA	Rs.525	Rs.1050	Rs.1470
B.Sc	Mathematics	Rs.80	Rs.360	Rs.160	Rs.525	Rs.1050	Rs.1470
	Physics	Rs.80	Rs.360	Rs.420	Rs.525	Rs.1050	Rs.1470
	Chemistry	Rs.80	Rs.360	Rs.420	Rs.525	Rs.1050	Rs.1470
	Botany	Rs.80	Rs.360	Rs.580	Rs.525	Rs.1050	Rs.1470
	Biotechnology	Rs.80	Rs.360	Rs.580	Rs.525	Rs.1050	Rs.1470
	Zoology	Rs.80	Rs.360	Rs.580	Rs.525	Rs.1050	Rs.1470
B.Com	Commerce	Rs.80	Rs.360	NA	Rs.525	Rs.1050	Rs.1470
M.A	English Language & Literature	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555
	Malayalam and Media Studies	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555
M.Sc	Mathematics	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555
	Physics	Rs.150	Rs. 600	Rs.1200	Rs.420	Rs.1800	Rs.555
	Chemistry	Rs.150	Rs. 600	Rs.1200	Rs.420	Rs.1800	Rs.555
	Zoology	Rs.150	Rs. 600	Rs.1200	Rs.420	Rs.1800	Rs.555
M.Com	Commerce	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555
MTTM	Tourism	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555

SCHEDULE OF FEES 2020-21 (Unaided Programmes)*	
PROGRAMME	TUITION FEES (Every Semester)
B.A English Language & Literature	Rs. 9000/- + fees paid by students in the aided stream
B.Com.	
B.Com (Accounts & Audit)	Rs. 11250/- + fees paid by students in the aided stream
B.Sc. Computer Science	Rs. 18750/- + fees paid by students in the aided stream
B.A. English & Communicative English	Rs. 9000/- + fees paid by students in the aided stream
* Subject to change according to University/ College norms; to be paid in lump sum at the beginning of the year or in installments at the beginning of each semester	

1.2.1. FEE CONCESSION

- i. SC/ST/OEC students are eligible for tuition fee, special fee, exam fee, monthly stipend, hostel fee (for accommodation in approved hostels only); they may also apply for st tour allowance in the final year.
- ii. Applicants belonging to SC/ST/OEC/OBC or any other eligible categories should produce caste and income certificates from the Tahsildar concerned.
- iii. General category students are eligible for concession for Tuition fee, Social fee, Exam fee as per provisions of the Kumara Pillai Commission Report (income limited to Rs. One Lakh)
- iv. **All students eligible for fee concession should submit applications online (Govt. e-grants online portal) and submit the print out along with supporting documents to the College office within 15 days of their admission.**

1.3 HOSTELS

Hostel facilities available for students are: St. Thomas Hostel for men and Alphonsa and M.T.T. Hostels for women.

Contact Numbers: 9562646425 (Alphonsa Hostel for Women)

0471- 2530098 (M.T.T. Hostel for Women)

9446256163 (Fr. Joshua Kochuvilayil, St. Thomas Hostel for Men)

Applications for admission to the above hostels are to be submitted to the respective wardens. Forms can be obtained from the respective hostels. **Admission to the College does not guarantee hostel admission.**

1.4 COLLEGE BUS

Students who wish to travel by college bus will have to register their names with the Management Clerk at the time of their admission. Advance should be paid which

will be adjusted against the bus fare during the academic year. Details regarding route and payment can be had from the Management Clerk.

1.5 GENERAL RULES OF THE COLLEGE

- i. All the students are compulsorily required to have their identity card with them while they are on the campus and should wear the same around their neck. Identity cards will be issued by the College at the time of admission. Wearing of identity tag in college is mandatory as per Government Order G.O.No.26483/G1/15/H.Edndated12.10.2015.
- ii. Students should keep all the receipts obtained from the college safely and should produce them for verification if required.
- ii. **Students leaving the College after enrolment will have to pay the fee for the whole semester.**
- iv. Caution deposit of a student will be refunded only on surrendering the original receipt of the remittance.
- v. Students admitted to the college should strictly abide by the rules and regulations of the College.
- vi. The College works under the full day system from 8.30 am to 3.30 pm. Besides lecture classes there will be Seminars, Tutorials, Club/ Extension activities, Group Discussions, Counselling and Life Orientation Programmes.
- vi. At the beginning of the morning session before the commencement of classes, there will be a bell, the first bell, when students should go to their respective classes and occupy their seats. Every day the classes shall begin with a one minute silent prayer. When the bell for the prayer, the second bell, is heard, all students shall stand up; those still moving around outside class shall stand still in their place in prayerful attitude.
- vii. 75% aggregate attendance for all the courses in a semester taken together is mandatory for a student to be eligible to register for the respective End Semester Examination. Those who fail to secure the required attendance will not be allowed to register for the End Semester Examination and shall have to discontinue. Parents should make sure that their children attend classes regularly.
- ix. Students who intend to avail any kind of leave, other than emergency leave, shall inform and get prior permission of the Faculty Advisor for the same; they shall apply for leave in the prescribed Leave Application Form which is available in the College Website under students Login page.
- x. If a student is found to have indulged in ragging, strict action will be taken against that student. (vide Hon'ble Supreme Court Order No.SAP(c)No. 24295/2004).

- xii. Smoking/ chewing, use of tobacco, panparag, drugs, alcohol, and all such products that are either banned, illicit or injurious to health, are strictly prohibited inside the College campus. Nobody shall enter the college campus after ingesting alcohol/ drugs or under intoxication.
- xiii. The Malankara Syrian Catholic Colleges Corporate Management bans politics in colleges under the Management, based on the verdict of Division Bench of Hon. High Court of Kerala. The Management prohibits political activities in college campuses and forbids students from organising or attending meetings other than official ones within the Colleges. (Vide-Circular No. Msc-25/2003/Genl. dtd 23.06.2003, Secretary, MSC Colleges)
- xiv. All political and organisational activities are strictly prohibited in the campus. Students' organisations are not recognised by the College authorities. Their requests or demands shall not be entertained. However, those organisations that are complementary to the academic pursuit can be permitted by the Principal.
- xv. Use of mobile phone is restricted inside College Campus; they shall be switched off before entering the campus. Mobile phones with camera are banned inside College campus by the State Government (vide Government of Kerala Rt. No. 1102/05/H.Edn). In the event of any violation of the above, action will be taken including confiscation of the device and imposition of fine.
- xvi. Nobody shall disrupt the academic atmosphere of the College under any circumstances. Any such activities that may hamper the academic ambience of the institution will be seriously dealt with. Such misconduct would entail major punishment including expulsion from College. If necessary, criminal prosecution also will be invoked.
- xvii. Destruction of College properties would entail civil as well as criminal proceedings against delinquents.
- xviii. Nobody shall instigate or engage in activities such as strike, demonstration, agitation, slogan shouting etc. within the College campus.
- xix. College Union election will be conducted under indirect mode /parliamentary system. No external or political interference shall be permitted. (WP (C) No.24335 of 2014(N) at the Hon. High Court of Kerala)
- xx. All legal and reasonable grievances of the students will be addressed by the College authorities. In the event of any such grievance, the aggrieved can approach the respective Faculty Advisor or the Students' Grievances Redressal Committees existing in the College. The decision of the Principal shall be final.

- xx. Parents/Guardians are earnestly directed to make sure that their children abide by all the rules and regulations of the College. Parents should give their correct contact details at the time of admission. Apart from compulsorily coming to the college on request from the respective authorities on matters of necessity, parents should also make it a practice to meet teachers and authorities often to assess the progress of their wards. There shall be Parents' Meeting/ Open Houses at least once a semester as a matter of practice.
- xxi. Students have to strictly abide by the dress code of the College. Decency and decorum in attire is expected of all students.
- xxi. Students are strictly warned against loitering outside classrooms or just outside the campus during class hours. They shall either remain in class or spend their time in the library.
- xxii. Students are earnestly discouraged from bringing their four wheelers to the campus. Those students who come on two wheelers should necessarily wear helmet in and outside the campus. Such students should obtain a Vehicle Pass from the College Office which will be issued only after submitting a proper application which carries the Parent's consent and an affidavit that they will obey all motor vehicle rules and regulations and road safety measures including wearing of the helmet. Copy of the valid driving license should be attached with the application for Vehicle Pass. Not more than two persons shall travel in two-wheelers. Two wheelers should be parked in the parking area assigned by the management. Students shall in no case take their vehicles inside the College gates.
- xxiv. The College offers personal mentoring for students. One teacher mentor is assigned to every 20 students. The mentor is a guide, friend, and philosopher for the students on the campus. Apart from teacher mentors, there is a full time professional Counselling Psychologists in the College. Students are directed to seek the assistance of mentors and counselors if and when needed. Parents are also requested to contact the counseling psychologists for any needs of their children.

Candidates (and their parents/ guardians) are expected to be aware of, and follow, all the rules and regulations of the College.

2. ADMISSION REGULATIONS

2.1 ADMISSION PROCESS

Any candidate seeking admission in Mar Ivanios College to any First Degree Programmes or PG Programmes should compulsorily register online through the College website before the last day of registration for application, irrespective of the category (General/ SC/ ST/ Community/ Management/ Candidates from Union Territory of Lakshadweep/Jammu and Kashmir/ Inmates of Government Children's Home/ Persons with Disabilities (Differently-abled persons)/ Widows/ wards of Armed Forces Personnel, killed or disabled in action during peace time/ Sports etc.) to which he/ she belongs. There is no other mode of registration for admission.

2.2 ELIGIBILITY FOR ADMISSION

2.2.1 BASIC ELIGIBILITY

Eligibility for admissions and reservation of seats for various First Degree Programmes and PG Programmes shall be according to the rules framed by the University/ College from time to time ("Notwithstanding anything contained in the University Statutes, the selection of students shall be governed by the rules prescribed by the Government from time to time with the concurrence of the University in respect of such admissions").

No student shall be eligible for admission to a First-Degree Programme in any of the discipline unless he/she has successfully completed the examination conducted by a Board/University at the Plus two/ Higher Secondary level of schooling or its equivalent. That is, a candidate must have "a pass in Higher Secondary Examination/Vocational Higher Secondary Examination of the Government of Kerala or an Examination accepted by the Academic Council (of Kerala University) as equivalent thereto"

Similarly no student shall be eligible for various PG Programmes unless s/he has successfully completed a three years' Bachelor's degree course recognized by the University of Kerala in the appropriate discipline, or its equivalent as recognized by the University of Kerala.

Admissions to the seats to be filled by the College to the First Degree Programmes are regulated on the basis of marks obtained in the qualifying examination. The allotment of the candidates to the various Programmes will be on the basis of merit/ marks strictly following the rules and regulations regarding reservation.

Admission to B.Com (Accounts & Audit) (Self- Financing) and Master's in Tourism and Travel Management (M.T.T.M.), will be on the basis of marks in the qualifying examination and an Entrance/Aptitude Test on 50:50 basis.

2.2.2 NATIVITY

All candidates applying for admission to Mar Ivanios College should be citizens of India. All such candidates are categorized as KERALITE or NON-KERALITE.

A candidate of Kerala origin will be categorized as a KERALITE. **Children of All India Service Officers allotted to Kerala Cadre are deemed to be Keralites** as per G.O. (Rt) No.822/08/H.Edn dated 9-5-2008. But they will not be eligible for communal/special reservation.

A candidate who does not come under Keralite category will be categorized as NON- KERALITE. Such a candidate will be eligible for admission only after all the applicants of Keralite origin are ranked and allotted.

In order to prove that a candidate is an Indian citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce any one of the following certificates at the time of admission.

- a. In the case of candidates who have undergone schooling in Kerala, a course certificate from the head of the educational institution last attended in Kerala, certifying that the candidate has undergone his/her studies in Kerala for not less than 3 (*three*) years within a continuous period of 12 (twelve) years.

OR

- b. A certificate from the Village Officer/ Tahsildar to show that he/she or his/her mother/father was born in Kerala.

OR

- c. Certificate from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a continuous period of twelve years

OR

- d. The true copy of relevant page of Secondary School Leaving Certificate showing the candidate's Place of Birth in Kerala.

OR

- e. The true copy of the relevant page of the Secondary School Leaving Certificate showing Place of Birth in Kerala of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate.

OR

- f. The true copy of the relevant page of the Passport of the candidate, issued by the Government of India, showing Place of Birth in Kerala or of either of the parents of the candidate showing Place of Birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate.

Non-Keralites should furnish a copy of the Certificate of nativity from the revenue authority or local body concerned at the time of admission.

2.3 ADMISSION GUIDELINES

- i. Candidates seeking admission through Management quota to any Programme should also apply in the online mode and should specifically indicate their preference.
- ii. Malankara Syrian Catholic students, who wish to be considered for Community Merit Quota should apply online and bring a letter from the Parish Priest along with the application form to the interview, if they are called for it.
- iii. While making enquiries, please quote your application number, name of applicant and programme applied for.
- iv. Students applying for B.Com (Accounts & Audit) (Self- Financing), and MTTM should appear for an Aptitude/Entrance Test, the date of which shall be intimated to the applicants by email/SMS or through the admission portal of the College website. Due weightage will be given to marks obtained in the Aptitude Test along with Degree/plus two marks.
- v. Candidates provisionally selected for admission for all programmes should appear for an interview at the Principal's office. Selection will be finalised only after the interview. The Principal reserves the right to refuse admission to any applicant, if found ineligible for admission according to the regulations of the University and the Management.
- vi. The applicant must be accompanied by his/her parent(s) at the time of the interview and should produce the following documents:

- a A printed copy of the downloaded Admission Memo or Chance Memo.
 - b Printed copy of the downloaded Application Form
 - c College copy of the Admission fees paid (if paid by challan)
 - d The Transfer Certificate in original.
 - e The original Pass certificate and mark list of the qualifying examination.
 - f Candidates from Universities/ Boards other than Kerala should produce Migration Certificate and **Eligibility Certificate** in the case of candidates other than Kerala HSC/VHSC, CBSE & ISC.
 - g Certificate of character and conduct from the Head of the Institution last attended.
 - h Malankara Syrian Catholic students should produce Character and Catechism certificates from their parish priest.
 - i Two copies of recent passport size photograph, and the copy of the qualifying examinations passed (S.S.L.C / 10th & Plus two)
 - j S.C./ S.T./ O.E.C. candidates should produce recent (with one year validity) community certificate from the Tahsildar/ Village Officer and O.B.C. candidates should produce community and income certificates from the Village Officer.
- vii. Those who are granted admission should pay the fee immediately. The amount to be paid at the time of enrolment is shown in the **Fee Schedule/ Admission Memo**.
- viii. A candidate may apply for more than one PG Programme if necessary. They will have to register for admission and pay the application fees again to do this.
- ix. Seats are reserved for outstanding performers in the field of sports and for differently-abled persons as per University regulations.
- x. Parents or guardians of the admitted candidates are expected to join the Parent-Teacher Association of the College.
- xi. All candidates for admission must acquaint themselves with the rules and regulations of Mar Ivanios College and will be bound by them, if admitted.

2.4 ADMISSION REGULATIONS

2.4.1 AGREEMENT FOR DIRECT PAYMENT: RELEVANT PROVISIONS FOR ADMISSION TO THE VARIOUS PROGRAMMES IN AIDED COLLEGES

As per Article 18 of the Agreement for Direct Payment entered into between the Government and the Educational Agencies of Private Colleges, admission of students to Mar Ivanios College shall be on the following basis:

- a. Twenty percent of the total number of seats shall be reserved for students belonging to the Scheduled Castes (15%) Scheduled Tribes (5%). Those seats which cannot be filled on this basis shall be filled on the basis of Univeristy/ Government rules;
- b. Ten percent of the seats shall be reserved for the candidates belonging to Malankara Syrian Catholic community. These seats will be filled strictly on the basis of merit from among the students of the community.
- c. Fifty percent of the seats will be filled by open selection on the basis of merit.
- d. The remaining seats (20%) will be filled by the management of Malankara Syrian Catholic Colleges with candidates of their choice.

2.4.1.1 Age limit: The maximum age limit for admission to the UG programme shall be 23 years as on 1st June of the academic year (2020). For SC/ST candidates, the age limit is 25 years.

2.4.2 CATEGORIZATION OF SEATS

In due consideration for the Direct pay agreement mentioned in Section 2.4.1, seats available in the College is mainly classified as Merit Seats, Community Seats, Management Seats and Reservation Seats.

- a. **MERIT SEATS:** The seats that are filled by the College purely on the basis of merit are classified as “Merit Seats”.
- b. **COMMUNITY SEATS:** The seats that are filled by the College on the basis of merit among candidates of their community (Malankara Syrian Catholic), are classified as “Community Seats”.
- c. **MANAGEMENT SEATS:** The seats that are filled by the Management are classified as “Management Seats”.
- d. **RESERVATION SEATS:** The seats which are earmarked for SC/ST/PWD/ Sports persons are classified as “Reservation Seats”.

2.4.3 RESERVATION OF SEATS

A candidate can claim only any one of the reservation benefits/ seats from within any one the types listed below.

2.4.3.1 TYPES OF RESERVATION

Seats will be reserved for the following categories for various First Degree Programmes:

- a. RESERVATION FOR NOMINEES

- b. RESERVATION FOR PERSONS WITH DISABILITIES
- c. SPECIAL RESERVATION AND
- d. MANDATORY RESERVATION.

a. RESERVATION FOR NOMINEES:

- i. RESERVATION FOR CANDIDATES FROM UNION TERRITORY OF LAKSHADWEEP.

An additional seat shall be created for each First Degree Programme (wherever necessary), exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up by other candidates (Govt. letter No.5455/b3/2006/H.Edn. dated 15-03-2006)(U.O. No. AcB/1/1134/2006 dated 26-4-2006).

- i. CONCESSION FOR WARDS OF KASHMIRI MIGRANTS

The following relevant concessions are applicable for wards of Kashmiri Migrants for admission to the UG programmes – U.O.No.Ac.B1/910/Adms/2012, dated 09/04/2012.

- Extension in date of admission by about 30 days.
- Relaxation in cut off percentage up to 10% subject to minimum eligibility requirement.
- Increase in intake capacity up to 5% course wise.
- Waiving of domicile requirements.
- Facilitation of migration in second and subsequent years

- ii. RESERVATION FOR CANDIDATES FROM JAMMU AND KASHMIR

Two seats shall be created over and above the sanctioned strength to accommodate candidates belonging to Jammu & Kashmir for admission to UG/PG programmes as per UO No. Ac B1/2292/Adms/2012 dated 01.03.2013.

- iv. RESERVATION FOR INMATES OF GOVERNMENT CHILDREN'S HOME

One seat shall be created over and above the sanctioned strength for Inmates of Government Children's Home and Establishment as per UO.No. Ac B1/055682/2012 dated 30.04.2013

v. RESERVATION FOR TAMIL LINGUISTIC MINORITY

There is no reservation for Tamil Linguistic Minority in Mar Ivanios College

vi. RESERVATION OF SEATS FOR THE WIDOWS /WARDS OF ARMED FORCES OF PERSONNEL, KILLED/DISABLED IN ACTION DURING PEACE TIME.

Additional seats over and above the sanctioned strength may be created as and when required for the widows /wards of Armed Forces Personnel, killed or disabled in action during peace time, in Institutions under the purview of Ministry of Human Resource Development as per UGC policy.

b. RESERVATION FOR PERSONS WITH DISABILITIES (PWD)

5% seats of the sanctioned strength shall be created, over and above, exclusively for Physically Handicapped candidates in Government/Aided Colleges (as per clause 32(1) of chapter VI, The Rights of Persons with Disabilities Act, 2016). **There will be no reservation for the visually challenged for Science Programmes.**

As per Clause 2 (r), Chapter I of the Persons with Disabilities Act 2016, "Person with benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. Candidates who have a minimum of 40% disability alone will be eligible to apply for this quota. Candidates seeking admission under PWD category should submit the "Certificate of disability", issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. Based on the details furnished in the online application, candidates will be provisionally included under the "Persons with Disability" category.

- **The Permanent Disability Card issued by the State Government is also considered.**
- **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.**
- **No reservation of seat is allowed for Blind candidates for Science subjects.**

c. SPECIAL RESERVATION

SPORTS PERSON

Three seats over and above the sanctioned strength, shall be created in each Arts and Commerce subjects and one seats over and above the sanctioned strength, shall be created in each Science subjects for Sports candidates in First Degree Programme. Admission to such seats shall be made by the Principal, as per the existing procedure for admission under Sports Quota. If the required number of sportspersons is not available, the seats should be kept vacant and shall not be filled by other candidates. (U.O.No. Ac.B1/2004 dated 08-07-2005).

NORMS FOR SELECTION

- i. Preference shall be given to the sportsperson who has represented at the International level, over National level, over State level, over the sportsperson who has represented the District. In the absence of candidates who have represented the State, the Sportsperson with District representation can be considered for filling up the quota.
- i. The certificate from the Hon. Secretary of the State Association of the concerned event must be produced by the candidate to prove the State representation and from the Hon. Secretary; District Association of the concerned event must be produced by the candidate to prove the representation of the District. (Circular Letter No. Ad.D1.3.1276/74 dated 23-01-1979)
- ii. The selection of candidates under sports quota is based on their excellence in Sports at Higher Secondary level/ Degree level as the case may be.
- iv. Selected candidates in the Sports quota are bound to represent the College in the event/game of their specialization during their period of study in the College.
- v. **The above candidates should also register online before the closure of registration. The rank list will be prepared based on the achievement in sports and published separately on the College Notice board and Website. Candidates will be called for interview separately.**

d. MANDATORY RESERVATION

i. AIDED PROGRAMMES

SL.NO	SEAT RESERVATION	PERCENTAGE OF RESERVATION
I	Open Quota	50 percent
II	Scheduled Caste	15 percent
III	Scheduled Tribe	05 percent
IV	Community Quota*	10 percent
V	The remaining seats (20%) after filling items (I) to (IV) will be filled by the Educational agency (ie.Management**) by candidates of its own choice. The academic eligibility of such candidates shall be the same as prescribed for the other candidates.	

* The seats under Community Quota will be filled on the basis of merit and on the basis of community certificate issued by the Parish Priest of the respective Malankara Syrian Catholic parish.

** Candidates seeking admission under Management Quota also should register online and should specifically indicate the preference. (See Annexure 8 for rules and policies of admission to Management quota)

i. UNAIDED PROGRAMMES

50% seats will be filled on the basis of merit as detailed below.

(There is no reservation for Community quota in unaided programmes)

SL.NO	SEAT RESERVATION	PERCENTAGE OF RESERVATION
I	Open Quota	30 percent
II	Scheduled Caste	15 percent
III	Scheduled Tribe	05 percent
The remaining 50% of the seats shall be filled by the management, by candidates of their choice, observing the prescribed eligibility conditions. Candidates who apply under management quota shall also register online.		

Note: The fee structure of the Self-financing Courses is higher than that of Aided Courses. Government fee concession is not currently available to candidates enjoying communal reservation, if admitted in Self- Financing Courses.

ii. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

- a. Claims for Mandatory Reservations must be made by a candidate at the time of submission of online application. Candidates should mention

their claim in the relevant columns in the Personal and Academic Data Sheet. They should also satisfy the eligibility conditions as per the Prospectus at the time of online registration.

- b. Candidates should produce all original documents to prove their claims made in the online application form at the time of admission before the Principal. **Claims that are not mentioned at the time of online submission of application will not be entertained even if supporting evidences are produced later on.** The claims for **mandatory** reservation once made cannot be altered by the candidate under any circumstances.

- c. **There is no Communal reservation under ‘Socially and Educationally Backward Classes’ (SEBC) / OBC/OEC.**

- d. **Claim for Reservation under Scheduled Castes/Scheduled Tribes quota**

Candidates claiming reservation under Scheduled Castes/ Scheduled Tribes quota should obtain the caste/community certificate from the Village Officer/Tahsildar. For list of SCs/ STs see Annexures 3 and 4 below.

Warning: Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for penalties as per rules.

The seats unavailed by the SC candidates will go to ST candidates and vice versa.

- e. **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/ Tahsildar. OEC candidates who possess 'Non Creamy layer Certificate' obtained from the Village officer/Tahsildar concerned alone are eligible for such seats.

- f. **Converted Christians do not come under the SC/ST category. They belong to OEC category.** Refer Annexure 5.

- g. **General rule for Mandatory reservation**

If sufficient candidates are not available for filling the seats reserved for SC/ST candidates, the same will be notified in the media and a separate allotment for SC/ST candidates will be made by the College. However, even after this, if SC/ST seats are still vacant such seats will be filled as per Govt./University rules.

2432 TYPES OF RESERVATION FOR PG PROGRAMMES**a. RESERVATION FOR PERSONS WITH DISABILITIES**

The applicants under this quota will be selected on the basis of existing rules:

- i. One seat for each post graduate course shall be reserved for Physically Handicapped candidates.
- ii. These seats are over and above the sanctioned strength of the Course/subjects in the College and the same will be sanctioned by the University every year.

As per Clause 2 (r), Chapter I of the Persons with Disabilities Act 1995, "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 to apply for this quota.

Candidates seeking admission under PWD category should attach "Certificate of disability, issued not earlier than 5 years prior to the admission, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. Based on the certificates produced along with the application form, candidates will be provisionally included under the Persons with Disability category. Authorities of all Educational Institutions/College affiliated to the University of Kerala are directed to make appropriate arrangements for Medical examination of students with disabilities at the place of counseling/admission, in the event of the authenticity of disability certificate being produced by the candidate is doubted. Other- wise, the disability certificate issued by the appropriate authority should suffice. (Circular No.Ac.BI/PH/2011, dated 26.02.2011).

Note: PWD candidates for PG programmes also should register online.

- The selection of candidates under this category will be based on the rank in the inter-merit list and not on the basis of the degree of disability.
- No reservation of seats is allowed for Blind candidates for Science subjects.

b. SPECIAL RESERVATION: SPORTS QUOTA

The seats reserved under Sports Quota come under this category. The following norms are prescribed for admission under this quota:

- i. One seat for every 20 seats may be reserved for outstanding sports person;
- ii. 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 total number of seats, after pooling, exceeds multiples of 20, an additional seat can be created, if the excess number is 16 or more;

- iii. Where the number of seats is still less than 16 after such pooling, all PG courses may be pooled together;
- iv. A minimum of one seat may be given if there are not sufficient seats.

Criteria for determining outstanding performances and for determining "merit" in Sports/ Games/ Athletics (either in individual or team event):

EVENTTYPE	1 st Place	2 nd Place	3 rd Place	Participation
International Meet	100	80	60	40
Combined Indian Universities Team	75	50	25	15
National/ Inter-State/ All India Inter-University	40	20	15	10
South Zone Inter-University	25	15	10	05

- Note:-
- a. A person can score points only in one category
 - b. The highest score will be counted
 - c. Where bracketed, scores in other categories will be counted.
 - d. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
 - e. Performance in any year during the Degree course in the University of Kerala will be taken into consideration
 - f. He/ She must be a player of the University of Kerala and must be available for University Sports and Games unless specifically exempted by the Vice Chancellor/ Director of Physical Education, University of Kerala.

Candidates who are applying for Sports Quota should specifically mention the same during the Online Registration. They will also be considered for Merit Quota admissions.

c. SPECIAL RESERVATION: ARTS QUOTA

Students who are declared as Kalaprathibha / Kalathilakam of the University of Kerala in any year during their Degree course, and who are applicants for PG Course in a College affiliated to this University during the succeeding academic year shall be admitted to the PG course/ College of his/her first option, if otherwise eligible, by creating seats over and above the sanctioned strength.

2.4.4 RULES FOR ADMISSION OF STUDENTS TO VARIOUS FIRST DEGREE PROGRAMMES- Eligibility, Ranking and Weightage

2441 ASSESSMENT OF MERIT

Except when otherwise provided, the merit of a candidate will be assessed on the basis of the marks obtained by him/her in the qualifying examinations for admission to the particular course, subject to such criteria as may be prescribed by the University. In assessing merit, marks will be awarded for extracurricular activities like sports, NCC, NSS of the students. These marks will be added to the marks obtained for the qualifying examination for preparing the rank list.

2442 Weightage of marks for N.C.C./ N.S.S. Certificate holders/Ex-servicemen/ Dependents of Ex-service men and Jawans

- A weightage of fifteen marks will be given to NCC and NSS candidates for the purpose of ranking (**Academic Council meeting dated 25-10-1980, Syndicate meeting dated 04-08-1980**). **The candidates who have attended NSS/NCC during the academic year of the qualifying examinations i.e., plus two only, will be eligible for the bonus mark.** The Certificate issued by the Director of NSS/ NCC only will be considered for bonus mark in respect of NSS/NCC candidates.
- An additional weightage of 5,10 marks will be awarded to NCC cadets holding B, C certificates respectively in proof of their high proficiency. Resolution of the Syndicate dated 11/03/2019. **The B and C certificates obtained during the academic year of the qualifying examinations. Ie. Plus two level only will be eligible for the Bonus marks.**
- In respect of NCC applicants, the bonus marks will be awarded on the basis of N.C.C. Certificates signed by the Director and issued by the Directorate of N.C.C., to the candidates who have secured at least 75% of attendance after having participated in its activities during the course of study immediately preceding the Programme for which admission is sought.
- For awarding bonus marks to N.S.S. Participants, the basis will be N.S.S. Certificates signed by the Competent Authority.
- The benefit of bonus marks for purposes of admission can be earned by the candidates only under any one category (either N.S.S. or N.C.C).
- **The weightage of bonus marks shall be added to the marks scored by the candidate either to make him/her eligible for admission to a Programme or for ranking purposes to those who are otherwise eligible for admission. In the case of candidates who get the eligibility with bonus marks, their ranking mark will be the sum of scored marks and the bonus marks.**
- **A weightage of 15 marks will be given to the ex-servicemen and widows and children of Jawans and ex-service men for admission (U.O. No. Ac.B.3/Misc./73 dated 30-10-1974). Academic Council dated 28-08-1974).**

2443 ELIGIBILITY CRITERIA AND MODE OF RANKING FOR FDP PROGRAMMES

FDP UNDER THE FACULTY OF SCIENCE:

NO	NAME OF THE PROGRAMME	ELIGIBILITY FOR ADMISSION	CALCULATION OF INDEX MARKS
1	Mathematics	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Mathematics as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Mathematics
2	Physics	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Physics as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Physics
3	Chemistry	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Chemistry as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Chemistry
4	Zoology	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Biology as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Biology
5	Botany	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Biology as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Biology

FDP UNDER THE FACULTY OF SOCIAL SCIENCE

1	Economics	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto.	Total marks secured for Higher Secondary + marks scored by the candidate for Economics.
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FDP UNDER THE FACULTY OF ARTS

1	English	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto	Total marks secured for Higher Secondary/ equivalent (1200) + double the percentage of marks scored for General English
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FDP UNDER THE FACULTY OF COMMERCE

1	Commerce	A pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent there to provided candidates coming from non-Commerce group should have at least 45% of the aggregate marks	Total marks secured for Higher Secondary + marks scored for Accountancy + weightage of 15% marks scored for Business Studies
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B.Com Degree holders are permitted to take additional Degree in BA/BSc Degree Courses vide UO No. Ac AII/1/2012 dated 02.06.2012:

“A candidate who has passed B.Com Degree examination or who had been presented for I,II or III year B.Com Degree examination will be permitted to join the B.A or B.Sc Degree course as a regular student or B.A Degree course by Private Registration or by Correspondence course provided he had the requisite qualifications to join the B.A/B.Sc Degree Course”.

CAREER RELATED FIRST DEGREE PROGRAMMES

1	Botany & Biotechnology	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent there to with Biology as one of the subjects	Total marks secured for Higher Secondary + Highest marks for Biology/Biotechnology
2	Journalism and Mass Communication	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto	Marks obtained in the Higher Secondary examination + 10% of the marks obtained for Journalism as weightage (for candidates who have studied Journalism as a subject at the +2 level)

3	English & Communicative English	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto	Total marks secured for Higher Secondary/ equivalent (1200) + double the percentage of marks scored for General English. (candidates who have studied Communicative English as a paper (main/optional) for their +2 examination, 50 % of the marks obtained for the above paper shall also be added)
4	Computer Science	A pass in Higher Secondary or any other Examination recognized as equivalent thereto by the University of Kerala with Mathematics as one of the optional subjects	Total marks obtained for the qualifying examination (1200) + marks for Mathematics and Physics/ Computer Science. The candidate who have studied Computer Science at +2 level, the score obtained in Computer Science paper be added instead of the score in Physics (2011 Admissions onwards –U.O. No.Ac.A.IV/3150748/2011 dtd 10.06.2011).

B.COM (ACCOUNTS & AUDIT)

1	B.Com (Accounts & Audit)	A pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto. Candidates should write the Entrance exam conducted by the College.	Total marks secured for Higher Secondary + marks scored in the Entrance exam in 50:50 ratio.
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Note: Relaxation of marks in the qualifying examination as per rules (for SC/ST - pass minimum, SEBC - 2% & PWD – 5% relaxation in the qualifying examination from the prescribed minimum for admission.)

2444 STANDARDIZATION OF MARKS FOR ADMISSION TO FIRST DEGREE PROGRAMME UNDER CBCS SYSTEM – GUIDELINES ISSUED (2010-2011 ONWARDS).

i. Calculation of Index Marks for Higher Secondary students from 2010 onwards:

Index Marks= Total marks secured for Higher Secondary + Marks secured in the concerned subject.

- *For e.g. If the student has secured 800 marks out of the total 1200 marks and if s/he has secured 150 out of 200 in mathematics, his/her index marks will be $800 + 150 = 950$.*

In the case of admission to B.A English, double the percentage of marks obtained for English are added to the total mark.

- *If the student in the above example has secured 120 marks out of 200 in English, his/ her index mark will be $800 + 120 = 920$*

ii. Calculation of Index Marks for Higher Secondary students prior to 2010:

Index Marks= Marks out of 600 normalized to 1200 + twice the marks secured in the concerned subject

- *For e.g. If the student has secured 400 marks out of the total 600 marks and if he has secured 75 out of 100 in Mathematics, his index marks will be $800 + 150 = 950$.*
- *If the student in the above example has secured 60 marks out of 100 in English, his index mark will be $800 + 120 = 920$*

iii. Calculation of Index Marks for VHSE students:

Exclude the marks of the Vocational and Foundation course and normalize to 1200.

From 2010 onwards:

For VHSE from 2010 onwards, English was out of 200 and Optionals 1, 2 & 3 were out of 200 each, for a total of 800.

Normalize as follows:

Step 1: Normalize English marks to 400;

Step 2: Normalize Optionals to 800.

- *If a student scored 150/200 for English and 500/600 for the three Optionals, Index marks/1200 = $(150 \times 2) + (500/600 \times 800) = 300 + 666.66 = 966.66$*
- *The Index Marks for FDP in English = Index Marks = Marks in English out of 200 = $966.66 + 150 = 1116.66$*

Prior to 2010:

Prior to 2010, VHSE marks for English were out of 100, and the three optional had 100 marks each, for a total of 400.

Normalize as follows:

Step 1: Normalize English marks to 200;

Step 2: Normalize Optionals to 400.

Step 3: Double the marks out of 600 to get the Index Marks out of 1200.

- *If a student scored 60/100 for English and 200/300 for the three optionals, Index Mark/1200 = $2x\{(60 \times 2) + (200/300 \times 400)\} = 2x(120 + 266.66) = 2 \times 386.66 = 773.32$*
- *Index mark for FDP in English would be $773.32 + 120 = 893.32$*

iv. Calculation of Index Marks for CBSE/ ISC and other Boards:

Normalize total marks obtained to 1200, add double the percentage obtained for the concerned subject.

- *If a CBSE student scored a total of 400/500 and 80/100 for Mathematics, Index Mark for FDP in Mathematics would be $(400/500 \times 1200) + (80 \times 2) = 960 + 160 = 1120$*
- *If the same student scored 70/100 in English, Index Marks for FDP in English would be $960 + 140 = 1100$*

2.4.4.5 LOSING OF MARKS DUE TO SUBSEQUENT APPEARANCE

Candidates will lose 10 marks for ranking purpose for each additional appearance he/she has taken for completing the qualifying examination.

2.4.4.6 RESOLVING OF TIE IN INDEX MARKS

In case of a tie in index marks deciding admission, the following criteria will be considered indecreasing priority:

- i. Marks of the subject opted;
- ii. Marks in English
- iii. Date of birth (older be placed higher in ranking)
- iv. Name of the candidate (Alphabetical order)



2.4.5 RULES FOR ADMISSION OF STUDENTS TO POST-GRADUATE PROGRAMMES

2451 ASSESSMENT OF MERIT

Except when otherwise provided, the merit of a candidate will be assessed on the basis of the marks obtained by him/her in the qualifying examinations for admission to the particular course, subject to such criteria as may be prescribed by the University. In assessing merit, marks will be awarded for extracurricular activities like sports, NCC, NSS of the students. These marks will be added to the marks obtained for the qualifying examination for preparing the rank list.

For all PG Programmes, the subject chosen for study at the Master's level should be the same as the Core Course under the CBCSS at the Bachelor's degree level, or the Main subject under the conventional scheme for a Bachelor's degree. In case, the Core Course is different from the subject opted for admission, eligibility will be decided according to the existing rules of the University.

2452 ELIGIBILITY CRITERIA FOR VARIOUS PG PROGRAMMES

Candidates seeking admission to PG Degree courses have to satisfy the academic eligibility as described in the following sub clauses

GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN CBCS PATTERN - 2013 ADMISSION	GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN CBCS PATTERN	GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN ANNUAL SCHEME/ OTHER PATTERN
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MA ENGLISH LANGUAGE AND LITERATURE

B. A. English as Core Course securing not less than 4.5 CCPA out of 10 or graduation in any programme in the Faculties of Arts, Social Sciences, Science, Oriental Studies and Fine Arts securing not less than 5 CCPA out of 10 for English Language	B. A. English as Core Course securing not less than 1.8 CGPA(S) out of 4 or graduation in any programme in the Faculties of Arts, Social Sciences, Science, Oriental Studies and Fine Arts securing not less than 2 CGPA out of 4 for English Language	B.A. English as optional main subject securing not less than 45% in Part III including subsidiaries or Graduation in any subject in the Faculties of Arts, Social Sciences, Science, Oriental studies and Fine Arts securing not less than 50% marks in Part I (Three papers under compulsory)
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<p>Courses (common courses)/ B.A English & Communicative English/ B.A English Language and Literature under CBCS System.</p> <p>For Non-English degree holders, the maximum credits that can be earned in English Language Course should be at least of 19 Credits to acquire eligibility for admission</p>	<p>Courses (common courses)/B.AEnglish & CommunicativeEnglish/ B.A English Language and Literature under CBCS System.</p> <p>For Non-English degree holders, the maximum credits that can be earned in English Language Course should be at least of 19 Credits to acquire eligibility for admission</p>	<p>English)/B.ACommunicative English (vocational)/ B.A English Language and Literature and B.A Communicative English(Restructured) (U.ONo.Ac.AII/3/4961/06 dtd 22.06.06).</p> <p>For Non-English degree holders, the maximum marks that can be awarded in Part I should be at least of 300 marks to acquire eligibility for admission.</p>
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M.A MALAYALAM AND MEDIA STUDIES

<p>BA with Malayalam/ Malayalam and Mass Communication/ Journalism and Mass Communication and Video Production as Core course securing not less than 4.5 CCPA out of 10 or BA/BSc Additional Language Malayalam (at least in four semesters) securing not less than 5 CCPA out of 10 / BA Malayalam and Mass Communication (Career related/Restructured)</p>	<p>BA with Malayalam/ Malayalam and Mass Communication/ Journalism and Mass Communication and Video Production as Core course securing not less than 1.8 CGPA(S) out of 4 or BA/BSc Additional Language Malayalam (at least in four semesters) securing not less than 2 CGPA out of 4/ BA Malayalam and Mass Communication (Career related/Restructured)</p>	<p>BA with Malayalam/ Malayalam and Mass Communication/ Journalism and Mass Communication and Video Production as optional Main subject under Part III securing not less than 45% marks for that Part or BA/ BSc Additional Language Malayalam (at least in four semesters) under Part II securing not less than 50% marks for that Part/ BA Malayalam and Mass Communication (Restructured)</p>
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M.Sc MATHEMATICS

<p>B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5CCPA(S) out of 10 / B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial Chemistry (Vocational) /Electrical Equipment Maintenance (Vocational), Computer Application (Career Related/ Vocational). (A quota not exceeding 10% of the total seats may be filled up from students of Career Related/vocational stream)/ B.Sc. Physics & Optical Instrumentation (Restructured)/ B.Sc. Physics & Computer Applications (Career Related/ Restructured)</p>	<p>B.Sc. with Mathematics or Statistics as Core Course securing not less than 2.2 CGPA(S) out of 4 / B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial Chemistry (Vocational)/ Electrical Equipment Maintenance (Vocational), Computer Application (Career Related/ Vocational). (A quota not exceeding 10% of the total seats may be filled up from students of Career Related/vocational stream)/ B.Sc. Physics & Optical Instrumentation (Restructured)/ B.Sc. Physics & Computer Applications (Career Related/ Restructured)</p>	<p>B.Sc. with Mathematics or Statistics as optional Main subject under Part III scoring not less than 55% marks for that part/ B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial Chemistry (Vocational)/ Electrical Equipment maintenance (Vocational), Computer applications (Vocational). (A quota not exceeding 10% of the total seats may be filled up from students of vocational stream). B.Sc. Physics & Optical Instrumentation (Restructured)/ B.Sc. Physics & Computer applications (Restructured)</p>
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M.Sc PHYSICS

B.Sc. with Physics as Core Course and Mathematics as one of the Complementary Courses securing not less than 5.5 CGPA(S) out of 10 / B.Sc Optical Instrumentation (Vocational), Instrumentation (Vocational)/ Electrical Equipment Maintenance (Vocational), Computer Applications (Career Related/ Vocational)/ B.Sc. Physics & Optical Instrumentation Re-structured)/ B.Sc. Physics & Computer Applications (Career Related/Re-structured)	B.Sc. with Physics as Core Course and Mathematics as one of the Complementary Courses securing not less than 2.2 CGPA(S) out of 4 / B.Sc Optical Instrumentation (Vocational), Instrumentation (Vocational)/ Electrical Equipment Maintenance (Vocational), Computer Applications (Career Related/ Vocational)/ B.Sc. Physics & Optical Instrumentation Re-structured)/ B.Sc. Physics & Computer Applications (Career Related/Re-structured)	B.Sc. with Physics as optional Main subject a Mathematics as one of the subsidiary subjects under 55% marks for that part/ B.Sc Optical Instrumentation (Vocational), Instrumentation (Vocational)/Electrical Equipment maintenance (Vocational), Computer Applications (Vocational) / B.Sc. Physics & Optical Instrumentation (Restructured)/ B.Sc. Physics & Computer Applications (Restructured)
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M.Sc CHEMISTRY

B.Sc. with Chemistry or Polymer Chemistry as Core Course and Mathematics as one of the Complementary Course securing not less than 5.5 CCPA(S) out of 10/ B.Sc. Industrial Chemistry (Vocational) / B.Sc. Chemistry and Industrial Chemistry (Career related/ Restructured)	B.Sc. with Chemistry or Polymer Chemistry as Core Course and Mathematics as one of the Complementary Course securing not less than 2.2 CGPA(S) out of 4/B.Sc. Industrial Chemistry (Vocational) /B.Sc. Chemistry and Industrial Chemistry(Career related)	B.Sc with Chemistry or Polymer Chemistry as optional Main subject and Mathematics as one of the subsidiary subjects under Part III securing less than 55% marks for that part/ B.Sc. Industrial Chemistry (Vocational)/B.Sc Chemistry and Industrial Chemistry Restructured
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M.Sc ZOOLOGY

B.Sc. with Zoology as Core Course with not less than 5.5 CCPA[S] out of 10/ B.Sc. Industrial Fish and Fisheries (Vocational)/ B.Sc. Biological Techniques and Specimen Preparation (Vocational)/ B.Sc. Clinical Nutrition and Dietetics (If zoology is one of the Core Courses)/ B.Sc. Industrial Microbiology (Vocational)/ (If Zoology is one of the Core Courses)/ B.Sc. Biotechnology (Vocational)/ (If zoology is one of the Core Courses).	B.Sc. with Zoology as Core Course with not less than 2.2CGPA[S] out of 4/ B.Sc. Industrial Fish and Fisheries (Vocational)/ B.Sc. Biological Techniques and Specimen Preparation (Vocational)/B.Sc. Clinical Nutrition and Dietetics (If zoology is one of the Core Courses)/ B.Sc. Industrial Microbiology (Vocational)/ (If Zoology is one of the Core Courses)/B.Sc. Biotechnology (Vocational)/ (If zoology is one of the Core Courses).	B.Sc. with Zoology as optional Main subject under Part III with not less than 55% marks for that part/ B.Sc. Industrial Fish and Fisheries (Vocational)/ B.Sc Biological Techniques and Specimen Preparation (Vocational)/ B.Sc Clinical Nutrition and Dietetics (If zoology is one of the main subjects)/B.Sc Industrial Microbiology (Vocational) (If Zoology is one of the main subjects)/ B.Sc. Biotechnology (Vocational) (If zoology is one of the main subjects).
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M.COM

Commerce as Core Course with not less than 4.5 CCPA[S] out of 10/ BCom Computer Application/ B.Com. Tourism and Travel Management (Career Related/ Vocational/ Restructured)/ B.Com. Tax Procedure and Practices	Commerce as Core Course with not less than 1.8 CGPA[S] out of 4/ BCom Computer Application/ B.Com. Tourism and Travel Management (Career Related/ Vocational/ Re- structured)/ B.Com. Tax Procedure and Practices	B.Com with not less than 45% marks in par III optional subjects/BCom. Computer Application/ B.Com. Tourism and Travel Management (Vocational and Restructured)/ B.Com Tax procedure and Practices (Vocational and Restructured)
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(Career Related/ Vocational/ Restructured)/ B.Com Actuarial Science (Vocational)/ B.Com Office Management & Secretarial Practice/ B.Com Hotel Management and Catering (Career Related/ Restructured). BBA/BBS/BBM graduates are also eligible. 80% of the total seats for M.Com Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com. Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS based on merit (U.O.No.Ac.AIII/1/4061/ 2013, dated 09.07.2014)	(Career Related/ Vocational/ Restructured)/ B.Com Actuarial Science (Vocational)/ B.Com Office Management & Secretarial Practice/ B.Com Hotel Management and Catering (Career Related/ Restructured). BBA/BBS/BBM graduates are also eligible. 80% of the total seats for M.Com. Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com. Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS based on merit (U.O.No.Ac.AIII/1/4061/ 2013, dated 09.07.2014)	tured)/ B.Com Actuarial Science (Vocational)/ B.Com Office Management & Secretarial Practice/ B.Com Hotel Management and Catering (Restructured)/ BBA/BBS/BBM. 80% of the total seats for M.Com Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS & BBM Degree holders, if otherwise eligible based on merit. (U.O.No. Ac.AIII/1/4061/ 2013, dated 09.07.2014)
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MTTM

Candidates seeking admission to M.T.T.M. course shall be required to possess either a Bachelor's degree from the University of Kerala, or a degree recognized as equivalent thereto with a minimum of **55% marks/CGPA(S) in aggregate in Part III subjects for Science and 50% in aggregate for Part III for non-science subjects** OR a degree in Engineering with not less than 55% marks in aggregate. Relaxation in the minimum marks for admission and reservation of seats for SC/ST/OBC and other Categories will be allowed as per existing norms.

Applicants for MTTM (Master of Tourism and Travel Management) will be ranked on the basis of Marks in the Qualifying examination (50%), Entrance Test (30%), Group Discussion (10%) and Interview (10%). Applicants should appear for the Entrance Test and Group Discussion.

2453 STANDARDIZATION OF MARKS FOR ADMISSION TO POST-GRADUATE PROGRAMMES

2.4.5.3.1 INTRODUCTORY NOTE

- The rank list for PG Degree courses will be prepared on the basis of marks/CGPA(S) obtained in the qualifying examination in Part III Subjects/Core and Complimentary Courses, (including weightage/deduction where ever applicable), unless otherwise mentioned. The rank list will be prepared based on the total marks/ Percentage of CGPA (S)/ CCPA(S) (converted by the formula provided by the respective University) obtained by the candidate out of 1000. All grades will be converted into percentage of marks for preparation of rank list.
- Please see below the mode of calculation of CGPA(S)/ CCPA(S) in various streams of the FDP (ONLY FOR INFORMATION)
 - For BA/ BSc programmes (Schedule 1):

$$\text{CGPA(S)} = \{(\text{CGPA(Core Course)} \times \text{Core course Credit}) + (\text{CGPA(Complementary Course I)} \times \text{Complementary Course I Credit}) + (\text{CGPA(Complementary Course II)} \times \text{Complementary Course II Credit})\} \text{ divided by } \{\text{Core Course Credit} + \text{Complementary Course I Credit} + \text{Complementary course II Credit}\}$$
 - For BCom (Schedule 2):

$$\text{CGPA(S)} = \{(\text{CGPA(Core Course)} \times \text{Core Course Credit}) + (\text{CGPA(Complementary Course)} \times \text{Complementary Course Credit})\} \text{ divided by } \{\text{Core Course Credit} + \text{Complementary Course Credit}\}$$
 - For Career Related Courses (Schedule 2a and 2b)

$$\text{CGPA(S)} = (\text{CGPA(Core Course)} \times \text{Core Course Credit}) + (\text{CGPA(Complementary Course)} \times \text{Complementary Course Credit}) + (\text{CGPA(Vocational Course)} \times \text{Vocational Course Credit}) \text{ divided by } \{\text{Core Course Credit} + \text{Complementary Course Credit} + \text{Vocational Course Credit}\}$$

2.4.5.3.2 RELAXATION IN THE GRADE POINTS/ MARKS IN THE QUALIFYING EXAMINATION

	CBCSS SCHEME	ANNUAL SCHEME
1	Scheduled Caste/Scheduled Tribe Category: A pass in the Qualifying Examination with minimum CGPA(S) of 1.4/ CCPA(S) of 4	Scheduled Caste/Scheduled Tribe Category: A pass in the Qualifying Examination, with minimum 35%

2	SEBC Category: A relaxation of CGPA(S)(corresponding to 2%) in the Qualifying Examination from the prescribed minimum is allowed.	SEBC Category: A relaxation of 2% in the Qualifying Examination from the prescribed minimum is allowed.
3	Persons with Disability Category: A relaxation of CGPA(s)(corresponding to 5%) in the Qualifying Examination from the prescribed minimum is allowed.	Persons with Disability Category: A relaxation of 5% in the Qualifying Examination from the prescribed minimum is allowed.

2.4.5.3.3 PREPARATION OF RANKLIST

- The Rank List for PG Degree Programmes will be prepared on the basis of Marks/ SGPA/ CCPA obtained in the qualification examination in Part III/ Core and Complementary Courses (including weightage/ deduction wherever applicable) unless otherwise mentioned. The Rank List will be prepared based on the Total Marks/ Percentage of CGPA/ CCPA (converted by the formula provided by the respective University) obtained by the candidate out of 1000.

	CBCSS SCHEME	ANNUAL SCHEME
1.	M.A Degree Programmes:	
	Subject to the General principles and the University Rules regarding minimum marks/Grades, the ranking for M.A. Degree courses shall be as follows:	
1.a	M.A English	
	<ol style="list-style-type: none"> In ranking, a weightage of 5% will be added to candidates who have studied English as Core Course and this weightage will be added to their percentage of marks in English Language or CGPA[S]/ CCPA {S} (Core and Complementary) whichever is advantageous to the candidates For Non-English degree holders, the maximum Credits that can be earned in English language Course should be at least 19 Credits to acquire eligibility for admission. 	<ol style="list-style-type: none"> In ranking, a weightage of 5% will be added to Optional English and this weightage will be added to their percentage of marks in Part I or Part III, whichever is advantageous to the candidates. Only the total of the marks secured for Core subjects of S2, S4 and S6 in respect of holders of BA degree in Communicative English, will be considered for ranking purposes.

	<p>3. An additional weightage of 5 marks be given to all students from the University of Kerala. This mark shall be added to the mark secured for English Language Course or CGPA[S]/CCPA{S} as the case may be. In respect of BA degree holders in English Language and Literature, the 5 marks will be added after adding the 5% of marks to CGPA[S]/CCPA{S} or English Language Course as specified in Para I.</p> <p>4. In case there is a tie, preference will be given in the following order:</p> <ul style="list-style-type: none"> (i) CGPA/CCPA in English. (i) CGPA/CCPA for English Language Course (ii) CGPA/CCPA for Additional Language Course (iv) CGPA/CCPA for Non-English Graduates 	<p>3. For Non-English degree holders, the maximum marks that can be awarded in Part I should be at least of 300 marks to acquire eligibility for admission.</p> <p>4. An additional weightage of 5 marks be given to all students from the University of Kerala. This mark shall be added to the mark secured for Part I or Part III as the case may be. In respect of BA degree holders in English Language and Literature, the 5 marks will be added after adding the 5% of marks to Part III or Part I as specified in Para I.</p> <p>5. In case there is a tie, preference will be given in the following order:</p> <ul style="list-style-type: none"> (i) Marks for Part III English. (ii) Marks for Part I English (iii) Marks for Part III Language Marks for Part III Non-English Main
1.b	<p>M.A in Other Languages:</p> <p>The percentage of marks for Additional Language Course in the case of other languages and percentage of marks for Part III or Part IV, as the case may be with regard to those who have taken the languages concerned under Part III or Part IV to be taken into account. To the higher of the two figures, a weightage of 10 marks may be added to those who have studied the languages under Part III or Part IV and the higher of the two resulting figures should be taken as the final ranking marks. A weightage of 10% marks may be added to those who have studied the language subjects under the Faculty of Oriental Studies under Part III or Part IV.</p>	
1.c	M. A in Other Subjects:	
	1. The candidates will be ranked on the basis of the CGPA[S]/CCPA{S}	1. The candidates will be ranked on the basis of total marks obtained for the

	<p>obtained and the same will be converted into marks for the purpose of indexing/ranking.</p> <p>2. A weightage of 10 marks will be given to those who have studied the subjects concerned as Core Course and those who have studied the subject as Complimentary Course</p>	<p>optional subjects.</p> <p>A weightage of 10 marks will be given to those who have studied the subjects concerned as optional for the Degree course and those who have studied the subject under part III for the Degree course</p>	
	GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN CBCS PATTERN - 2013 ADMISSION	GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN CBCS PATTERN	GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN ANNUAL SCHEME/ OTHER PATTERN
2	M.Sc. Degree Programmes		
	<p>The candidates will be ranked on the basis of the CCPA[S] plus the CGPA of the Core, i.e.,</p> $A = \{(\text{CCPA (S)} \times \text{Total Credits}) + (\text{CCPA of the concerned Core course} \times \text{credits of Concerned Core Course})\} / (\text{Total Credits} + \text{Credit of the concerned Core course})$ <p>B=A x10 B is then normalized to 1000.</p>	<p>The candidates will be ranked on the basis of the CGPA[S]* plus the CGPA of the Core, i.e.,</p> $A = \{(\text{CGPA (S)} \times \text{Total Credits}) + (\text{CGPA of the concerned Core course} \times \text{Credits of the concerned core course})\} / (\text{Total Credits} + \text{Credit of the concerned core course})$ <p>B=A x 25 B is then normalized to 1000.</p>	<p>The candidates will be ranked on the basis of total marks obtained for the optional subjects plus the marks obtained in the Optional Main subject.</p> <p>i.e., [Part III Total Marks (out of 1000) + Marks obtained in the concerned Main (out of 600)/ 1600] x 1000.</p> <p>In the case of candidate who have qualified under three main system, the Marks obtained in the three mains plus the marks obtained in the main concerned will be used for ranking.</p>

3	M.Com Degree Programme		
	<p>Candidates qualified in CBCS pattern will be ranked on the basis of the CCPA obtained in the Core and Complementary Courses.</p> $A = \{ (CCPA(\text{Core Course}) \times \text{Core Course Credit}) + (CCPA(\text{Complementary Course}) \times \text{Complementary Course Credit}) \} / (\text{Total Credit for Core} + \text{Total Credit for Complementary})$ <p>B=A x10</p> <p>B is then normalized to 1000.</p>	<p>Candidates qualified in CBCS pattern will be ranked on the basis of the CGPA obtained in the Core and Complementary Courses.</p> $A = \{ (CGPA(\text{Core Course}) \times \text{Core Course Credit}) + (CGPA(\text{Complementary Course}) \times \text{Complementary Course Credit}) \} / (\text{Total Credit for Core} + \text{Total Credit for Complementary})$ <p>B=A x 25</p> <p>B is then normalized to 1000.</p>	<p>The internal marks awarded at the B.Com level will not be considered while calculating index marks.</p> <p>NOTE: In case of the candidates who have passed the Vocational/ Restructured, the marks scored in the University Examination (2nd, 4th and 6th semesters) alone will be considered for ranking purpose</p>

2.4.5.3.4 ADDITIONAL WEIGHTAGE / DEDUCTION OF MARKS

Weightage of marks will be given to the candidate as per subsection (a), and deduction will be made as per subsection (b). Weightage/ deduction of marks will be effected as follows:

- a. Five (5) marks each for certificate holders of National Service Scheme [NSS]/ National Cadet Corps [NCC] for participation in NSS/NCC at the Degree level. **Candidates who achieved 'C' Level certificate in NCC before Degree also shall be given 5 marks weightage for indexing/ranking since 'C' Level Certificate is the highest level of Certificate given to the students.** Weightage marks may be added to the marks scored by the candidate either to make him eligible for admission to a course of study or for ranking purposes to those who are otherwise eligible for admission. In the case of candidates who get this eligibility by this bonus marks, their ranking mark will be the sum of scored marks and the bonus marks.

Note: (i) In respect of candidates who want to avail bonus marks for NCC the marks will be awarded on the basis of NCC Certificates signed by the Director and issued by the Directorate of NCC to the candidates who have secured at least 75% of attendance after having participated in its activities **during the course of study immediately preceding the course for which admission is sought. (Except 'C' Certificate holders in NCC)**

(ii) In respect of candidates who want to avail bonus marks for NSS the marks will be awarded on the basis of NSS Certificates signed by the Vice Chancellor and issued by the University to volunteers who have completed 240 hours of work within a period of two years in the course of study immediately preceding the course for which admission is sought.

(iii) The benefit of bonus marks for purpose of admission can be availed by the candidates only under any one category (either NCC or NSS).

b. 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:

Candidates will lose 10 marks for ranking purposes for each additional appearance he/she has taken for completing the qualifying examination.

Note: Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.

c. There is no weightage/ grace marks for dependents of ex-servicemen for admission to PG Programmes.

2.4.5.3.5 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 / Part II English will be placed higher in ranking.
- 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.

2.4.5.3.6 SPECIAL NOTE FOR APPLICANTS FROM B.A(HONS) ENGLISH OF KERALA UNIVERSITY

- B.A. English (Honours) Degree holders from Kerala University can enter their total marks (out of 3000) in the place of Core 1 and also in the place of Grand Total marks. They should not enter the values in other columns.

2.4.5.3.7 SPECIAL NOTE FOR STUDENTS FROM M.G UNIVERSITY

- Applicants to various PG Programmes who have qualified from MG University after March/April 2017 should calculate their CGPA for Core 1 (when entering their marks for the qualifying examination) in the following manner.

CGPA for Core 1 = $\{(CCPA \text{ of Core courses} \times \text{credits for core}) + (CCPA \text{ of Choice-based core course} \times \text{credits for Choice-based core}) + (CCPA \text{ of Project 1} \times \text{credits for Project 1})\}$

Divided by

$(\text{Credits for core} + \text{credits for Choice-based core} + \text{credits for Project 1})$

For example, suppose the Grade Card of a student is as follows:

COURSE CATEGORY	MAX MARKS	CCPA	CREDITS	GRADE
COMMON COURSE				
Common Course 1	600	7.36	22	B
Common Course 2	400	8.50	16	A
CORE COURSE				
Core Course	1200	9.42	46	A+
Complementary 1	400	9.15	14	A+
Complementary 2	400	9.60	14	A+
Open Course	100	10.00	3	A+
Project 1	100	10.00	1	A+
Choice Based Core Course	100	8.00	4	B

CGPA for Core 1 = $(9.42 \times 46) + (8.00 \times 4) + (10.00 \times 1) / (46 + 4 + 1) = 475.32 / 51 = 9.32$

The Grades must be entered in the application form as follows

COURSE	CREDITS	CGPA
Common Course 1	22	7.36
Common Course 2	16	8.50
Core 1	51	9.32
Core 2		
Core 3		
Complementary Course 1	14	9.15
Complementary Course 2	14	9.60
Open Course	3	10.00

SUPPLEMENTARY NOTES:

FOR ADMISSION TO FDP PROGRAMMES

- i. Candidates who have passed qualifying exam under ISC or any other boards which have more than three electives will have to submit more than one application with different electives, in case they wish to seek admission for all the electives they have studied.

For example a candidate who chooses Mathematics as elective should compulsorily enter the marks of Mathematics plus the marks of any other two electives as per their choice of that stream. This is applicable for all other subjects.

Such candidates will have to submit separate applications with separate registration fee.

- ii. For subjects which are not being offered at the qualifying Examination level, the marks of related subject or subjects, a knowledge of which is essential for the study of the subject proposed to be chosen for the First Degree Programme, shall be added to the total marks for the purpose of ranking.
- iii. Candidates with CHANCE MEMO who did not get admission will be put in a new list of CHANCE MEMO candidates. They will be called for the Admission Interview in the event of any vacancy arising in their chosen programme (due to issue of T.C, etc)

FOR ADMISSION TO PG PROGRAMMES

- i. A candidate can apply for more than one PG Programme if they are eligible for it; to do so, they have to apply separately for each programme.
- ii. Item iii. above is applicable also to admission for PG Programmes.

3. SPECIAL NOTICE ON RAGGING AS A CRIMINAL OFFENCE

4.1 PREVENTION OF RAGGING

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.

4.2 RAGGING: DEFINITION "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 un-disciplined activities which causes or is likely to cause annoyance, hardship or psycho-logical 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."

4.3 EXCERPTS FROM THE UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS 2009 NO. F.1-16/2007 (CPP-II) DT.13 APRIL 2009; NO.F.15-3/2013(ARC) PT.III DT 25 DECEMBER 2013 (SECOND AMENDMENT); NO. F. 1-15-/2009 (ARC) DT 29TH JUNE, 2016-(THIRDA MENDMENT)

Ragging in all its forms is prohibited in the College Campus, including the departments, all its premises (academic residential, sports, canteen restrooms etc), within the campus or outside it and all means of transportation whether public or private. The provisions of the Act of the Central Government and the State Governments if enacted will consider ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ ST.

Students shall not indulge in any of the following activities, which are treated as ragging (Clause 3 of UGC Regulations): Ragging constitutes one or more of any of the following acts:

- a) **Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;**
- b) **Indulging in rowdy or indisciplined activities by any student or students which causes or likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;**
- c) **Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.;**
- d) **Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;**
- e) **Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;**
- f) **Any act of financial extortion or forceful expenditure burden put on a fresher or any other students by students;**
- g) **Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;**
- h) **Any act of abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;**
- i) **Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.**
- j) **Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.**

Reporting cases of ragging:

The complaints or information in regard to ragging could be oral or written and even from third parties. The burden/responsibility of proving his/her innocence rests with the accused and not with the victim. Complaints can be lodged with the Principal, Staff Counsellors or any of the members of the Ragging Prevention Committee. All complaints / information received shall be kept strictly confidential. In the event of a student being booked in a criminal offence and being suspended from the college, he / she will be re-instated only after his/her obtaining clearance certificate from the concerned police officer.

Punishable Ingredients of Ragging:

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to all offences following from the definition of "Ragging".

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. UGC monitoring agency: 09871170303; 09818400116 (only in cases of emergency).

Punishments:

At the Institution Level:

Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the Institution, the possible punishments for those found guilty of ragging at the Institution Level shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test / examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel

7. Cancellation of admission.
8. Rustication from the Institution for period ranging from One to Four semesters.
9. Expulsion from the Institution and consequent debarring from admission to any other Institution for a specified period.
10. Fine ranging between Rupees 25,000/- and Rupees 1 lakh.
11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the Institution shall resort to collective punishment.

MAR IVANIOS COLLEGE OFFICE

PRINCIPAL

Dr. Georgee K.I

(Principal)

Rev.Fr. Joshua Kochuvilayil (Rev.Fr. Subin)

(Bursar) 9446256163

For any queries related to this Prospectus or the Admission process, please contact the following:

Dr. Suju C Joseph

(Coordinator, Admission Committee)

9633078868

Mr. Alexander Jacob

(Director, Computer Centre)

9447025333

Mr. Dijo Jacob

(I.T. Administrator)

9496370418

Dr. Jijimon K. Thomas

(Coordinator, IQAC)

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ANNEXURE 1:
FIRST DEGREE PROGRAMMES OFFERED AT MAR IVANIOS COLLEGE
[Subject to change as per Govt./Kerala University norms]

Programme	Sanctioned Strength	Total Strength (Sanctioned + Marginal Increase)	Complementary Courses	Additional Languages
B.A Economics	60	70	Political Science, History of Modern India/ Mathematics	Malayalam, Hindi, Tamil, French, Syriac
B.A English	40	52	History of English Language & Literature, History of Modern World	Malayalam, Hindi, Tamil, French, Syriac
B.A Journalism and Mass Communication	30	39	Career related	Malayalam, Hindi, French
B.Sc Physics	48	55	Mathematics, Chemistry	Malayalam, Hindi, Tamil, French, Syriac
B.Sc Mathematics	60	60	Statistics, Physics	
B.Sc Botany & Biotechnology	24	29	Career related	Malayalam, Hindi, French
B.Sc Chemistry	48	55	Mathematics, Physics	Malayalam, Hindi, Tamil, French, Syriac
B.Sc Botany	44	53	Chemistry, Zoology	
B.Sc Zoology	44	53	Chemistry, Botany	
B.Com	60	70	Finance/ Co-operation/ Computer Application	Malayalam, Hindi, Tamil, French
B.A English (SF)	60	70	History of English Language & Literature, History of Modern World	Malayalam, Hindi, French
B.Com (SF)	60	70	Finance	Malayalam, Hindi, French
B.Com (Accounts & Audit) (SF)	50	50	Accounts & Audit	Malayalam, Hindi, French
B.Sc. Computer Science	32	32	Career related	Nil
B.A. English & Communicative English	40	40	Career related	Malayalam, Hindi, French

Note: No student shall be permitted to study an Additional language which is not offered by the College.

**ANNEXURE 2:
POST-GRADUATE DEGREE PROGRAMMES OFFERED
AT MAR IVANIOS COLLEGE**

[Subject to change as per Govt./Kerala University norms]

Programme	Sanctioned Strength	Total Strength (Sanctioned + Marginal Increase)
MA English Language & Literature	20	26
MA. Malayalam with Media Studies	15	15
M.Sc. Mathematics	15	20
M.Sc. Physics	10	13
M.Sc. Chemistry	12	16
M.Sc. Zoology	10	13
M.Com.	15	20
MTTM	10	13

ANNEXURE 3: LIST OF SCHEDULED CASTES (SC)

[As Amended by The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002 (Act 61 of 2002) Vide Part VIII – Kerala – Schedule 1 Notified in the Gazette of India dated 18.12.2002, The Constitution (Scheduled Castes) Order (Amendment) Act 2007]

1	Adi Andhra	29	Mannan
2	Adi Dravida	30	Moger (other than Mogeyar)
3	Adi Karnataka	31	Muchi Chamar
4	Ajila	32	Mundala
5	Arunthathiyar	33	Nalakeyava
6	Ayyanavar	34	Nalkadaya
7	Baira	35	Nayadi
8	Bakuda	36	Nerian
9	Bathada	37	Pallan
10	Bharathar (Other than Parathar),	38	Palluvan
11	Chakkiliyan	39	Pambada
12	Cheruman	40	Panan
13	Domban	41	Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
14	Gosangi	42	Paravan
15	Hasla	43	Pathiyan,
16	Holeya	44	Perumannan, Vannan, Velan
17	Kadaiyan	45	Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha, Pulayan
18	Kakkalan, Kakkan	46	Puthirai Vannan
19	Kalladi	47	Raneyar
20	Kanakkan, Padanna, Padannan	48	Samagara

21	Kavara (other than Telugu speaking or Tamil speaking Balija Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty)	49	Samban
22	Koosa	50	Semman, Chemman, Chemmar
23	Kootan, Koodan	51	Thandan (excluding Ezhuvas and Thoti Thiyyas who are known as Thandan in the erstwhile Cochin and Malabarareas) and (Carpenters who are known as Thachan, in the erstwhile Cochin and Travancore State)
24	Kudumban	52	Vallon
25	Kurava, Sidhana	53	Valluvan
26	Kuravan, Sidhanar, Kuravar,	54	Vetan
27	Maila	55	Vettuvan
28	Malayan [In the areas comprising the Malabar District as specified by Sub-section (2) of Section 5 of the State Reorganization Act 1956 (37 of 1956)].	56	Pulaya Vettuvan (in the areas of erstwhile Cochin State only)

ANNEXURE 4

LIST OF SCHEDULED TRIBES (ST)

[As Amended by The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 (Act 10 of 2003) Vide Part -VII -Kerala -Second Schedule Notified in the Gazette of India dated 8.1.2003]

1	Adiyan	2	Arandan [Arandanan]
3	Eravallan	4	Hill Pulaya, Mala Pulayan, Kurumba,Pulayan, Kuravazhi Pulayan, Pamba, Pulayan
5	Irular, Irulan	6	Kadar [Wayanad Kadar]
7	Xxx	8	Kanikkaran, Kanikkar
9	Kattunayakan	10	[Kochuvelan]
11	Xxx	12	xxx
13	Koraga	14	xxx
15	Kudiya, Melakudi	16	Kurichchan [Kurichiyan]
17	Kurumans, Mullu Kuruman, Mulla, Kuruman, Mala Kuruman	18	Kurumbas, [Kurumbar, Kurumban]
19	Maha Malasar	20	Malai Arayan [Mala Arayan]
21	Malai Pandaram	22	Malai Vedan [Malavedan]
23	Malakkuravan [Malayan, Nattu Malayan, Konga	24	Malasar
25	Mlayan (excluding the areas comprising the Kasagode,Kannur,Wayand and Koozhikode Districts)	26	Malayarayar
27	Mannan (ഏറ്റ് - ഇ)	28	Xxx
29	Muthuvan, Mudugar, Muduvan	30	Palleyan, Palliyan, Palliyar, Paliyan
31	Xxx	32	xxx
33	Paniyan	34	Ulladan, [Ullatan]
35	Uraly	36	Mala Vettuvan (in Kasaragod &Kannur districts)
37	Ten Kurumban, Jenu Kurumban	38	Thachanadan, Thachanadan Moopan
39	Cholanaickan	40	Mavilan
41	Karimpalan	42	Vetta Kuruman
43	Mala Panikkar		

ANNEXURE 5

LIST OF OTHER ELIGIBLE COMMUNITIES (OEC)

1	Chemman/Chemmar	14	Allar (Alan)
2	Madiga	15	Malavettuvan
3	Pulluvan	16	Malamuthan
4	Thachar (other than Carpenter throughout State excluding the erstwhile Malabar area)	17	KunduVadiyan
5	Chakkamar	18	Thachanadan Moopan
6	Varnavar	19	Wayanad Kadar
7	Kudumbi	20	Kalanadi
8	Dheevera/Dheeveran, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valinjiar, Paniakkal	21	Chingathan
9	Mokaya, Bovi, Mogayar and Megavirar	22	Malayalar
10	Scheduled Castes converts Peruvannan	23	Malapanicker
11	Kusavan including Kusavar	24	Urindavan
12	Malayan, (Konga-Malayan, Pani Malayan (in the Kulalan, Kumbaran, Velaan, Odan, erstwhile Malabar area alone) Andhra Nair, Anthru Nair	25	Marati
13	Pathiyan (other than Dhobies) of eastwhile Cochin State)	26	Pulaya Vettuvan (except in the areas

ANNEXURE 6

LIST OF SOCIALLY & EDUCATIONALLY BACKWARD CLASSES (SEBC)

[Vide G.O. (P) 208/66/Edn. dated 02.05.1966] & G.O. (Ms) No. 95/08/SCSTDD dated 06.10.2008]

- I. Ezhavas including Ezhavas, Thiyyas, Ishuvan, Izhuvaran, Illuvan and Billava
- II. Muslims (all sections following Islam)
- III. Latin Catholics other than Anglo-Indians
- IV. Other Backward Christians
 - (a) SIUC
 - (b) Converts from Scheduled Castes to Christianity
- V. Kudumbi

VI.	Other Backward Hindus, i.e.		
1	Agasa	2	Arayas including Valan, Mukkuvan, Mukaya, Mogayan, Arayan, Bovies, Kharvi, Nulayan, and Arayavathi
3	Aremahrati	4	Arya including Dheevara/Dheevaran, Atagara, Devanga, Kaikolan, (Sengunthar), Pattarya, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya) Sourashtra, Khatri, Patnukaran, Illathu Pillai, Illa Vellalar, Illathar
5	Bestha	6	Bhandari or Bhondari
7	Boya	8	Boyan
9	Chavalakkaran	10	Chakkala (Chakkala Nair)
11	Devadiga	12	Ezhavathi (Vathi)
13	Ezhuthachan, Kadupattan	14	Gudigara
15	Galada Konkani	16	Ganjam Reddies
17	Gatti	18	Gowda
19	Ganika including Nagavamsom	20	Hegde
21	Hindu Nadar	22	Idiga including Settibalija
23	Jangam	24	Jogi
25	Jhetty	26	Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan, Kannian or Kani, Ganaka

27	Kudumbi	28	Kalarikurup or Kalari Panicker
29	Kerala Muthali	30	Kusavan including Kulala, Kumbaran, Odan, Oudan
			(Donga) Odda (Vodde or Vadde or Veddai) Velaan, Andhra Nair, Anthuru Nair
31	Kalavanthula	32	Kallan including Isanattu Kallar
33	Kabera	34	Korachas
35	Kammalas including Viswakarmala	36	Kannadiyans Karuvan, Kamsalas, Viswakarmas,
37	Kavuthiyan	38	Pandikammala, Malayal-Kammala, Kannan, Moosari, Kalthachan, Kallasari, Perumkollen, Kollan, Thattan, Pandithattan, Thachan, Asari, Villasana, Vilkurup, Viswabrahmins, Kitara, Chaptegar Kavudiyaru
39	Kelasi or Kalasi Panicker	40	Koppala Velamas
41	Krishnanvaka	42	Kuruba
43	Kurumba	44	Maravan (Maravar)
45	Madivala	46	Maruthuvar
47	Mahratta (Non-Brahman)	48	Melakudi (Kudiyan)
49	Mogaveera	50	Moili
51	Mukhari	52	Modibanda
53	Moovari	54	Moniagar
55	Naicken including Tholuva Naicker and Vettillakkara Naicker	56	Padyachi (Villayankuppam)
57	Palli	58	Panniyar or Pannayar
59	Parkavakulam (Surithiman, Malayaman, Nathaman, Moopanar and Nainar)	60	Rajapuri
61	Sakravar (Kavathi)	62	Senaithalaivar, Elavania, Senaikudayam

63	Sadhu Chetty including Telugu Chetty or 24 Manai Telugu Chetty and Wynadan Chetty	64	Tholkolan
65	Thottiyan	66	Uppara (Sagara)
67	Ural Goundan	68	Valaiyan
69	Vada Balija	70	Vakkaliga
71	Vaduvan(Vadugan)	72	Veera Saivas (Pandaram, Vairavi, Vairagi, Yogeeswar, Matapathi and Yogi)
73	Veluthedathu Nair including Vannathan, Veluthedan and Rajaka	74	Vilakkithala Nair including Vilakkathalavan, Ambattan Pranopakari, Pandithar and Nusuvan
75	Vaniya including Vanika, Vanika Vaisya, Vaisya Chetty, Vanibha Chetty, Ayiravar Nagarathar, Vaniyan	76	Yadava including Kolaya, Ayar, Mayar, Maniyani, Eruman, Golla and Kolaries
77	Chakkamar	78	Mogers of Kasaragod Taluk
79	Maratis of Hosdurg Taluk	80	Paravans of Malabar area excluding Kasargod Taluk
81	Peruvannan (Varnavar)		

ANNEXURE 7:
ANTI-RAGGING UNDERTAKING FROM STUDENTS

Undertaking from Students as per the Provisions of Anti-ragging Verdict by the Hon'ble Supreme Court of India.

I, Mr/Ms Application No:..... Programme.....student of FDP I Semester Class do hereby undertake on this day.....Month.....Year the following with respect to above subject:

- 1) That I have read and understood the directives of the Hon'ble Supreme court of India on anti-ragging and the measures proposed to be taken in the above references.
- 2) That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- 3) That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed at any stage in future.
- 4) That I shall not resort to ragging in any form at anyplace and shall abide by the rules/laws prescribed by the Courts, Govt. of India and Institute authorities for the purpose from time to time.

Signature of Student.....

I hereby fully endorse the undertaking made by my child/ward:

Signature of Mother/Father and or Guardian.....

ANNEXURE 8:

Admission to Management Quota (MQ) - Regulation/Policy

1. Only those students with more than 70% marks in the qualifying examinations (Plus II) will be considered for admission under MQ.
2. Students with break in studies (Plus II) will not be given admission in MQ quota.
3. NRI students will be given MQ admission only if some close relative/guardian or family takes full responsibility and guardianship.
4. There will be due weightage for catechism certificate of XII/ X Class, MCYM and Church activities for the community students to MQ.
5. It is obligatory for Community students to have Catechism X Standard pass certificate for MQ admission. They should attend all spiritual activities, liturgical services including the Holy Qurbano, meetings etc. decided by the authorities of the College/Hostel.
6. Community students seeking admission under MQ from outside Kerala should produce recommendation letter from concerned Malankara parish priests.
7. The one who recommends the candidate to MQ will be responsible for the conduct of the student. This will be applicable for all those who make a recommendation (including all those who are in the ecclesiastical as well as political sphere).
8. Candidate seeking admission under Management Quota should register online in Management quota.

