



MAR IVANIOS COLLEGE (AUTONOMOUS)

(Affiliated to the University of Kerala)

MAR IVANIOS VIDYA NAGAR, THIRUVANANTHAPURAM

KERALA, INDIA 695 015

PG ADMISSIONS 2015

GENERAL INSTRUCTIONS

Applications are invited to the Post Graduate Programmes (PGP) at Mar Ivanios College for 2015 admission batches.

Admissions to all PG Programmes are made according to the regulations of the Government of Kerala and the University of Kerala, Thiruvananthapuram.

The College offers the following PGPs:

Aided Stream:

1. M.A in English
2. M.A in Malayalam with Media Studies
3. M.Sc in Mathematics
4. M.Sc in Physics
5. M.Sc in Chemistry
6. M.Sc in Zoology
7. M.Com in Finance
8. MTTM in Tourism & Travel Management

Self-financing Stream

1. M.A in Economics
2. M.Phil in Physics

Admissions to all the PG Programmes will be in the **ONLINE** mode through the admission portal of the College website. Admission to PG Programmes at Mar Ivanios College will not be through the Common Admission Portal of Kerala University.

Currently admissions are open for all Master's Degree programmes, except for the M.Phil in Physics, applications for which will be invited at a later date.

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, Group Discussion and Interview on 14 JULY 2015 (TUESDAY) AT 09.30 AM. A Model Question Paper for the Entrance test is available on the college website.

Candidates applying for admission through all quotas, General, SC/ST, Sports, Differently Abled, Management and Community, have to apply online through the Admission portal on the website.

Candidates applying for the Management quota will have to fill in an additional application form available at the Management desk in the College.

DATES AND TIME TO REMEMBER:

Starting of online submission of applications	29 June 2015
Closing of submission of applications	13 July 2015, 5 pm.
MTTM Entrance Test, Group Discussion and Interview	14 July 2015, 09.30 am
Publication of rank list for all programmes	20 July 2015
Publication of allotment list	22 July 2015
Interview and Admission to all programmes	23-24 July 2015
Starting of classes for all programmes	27 July 2015
Closing of admissions	31 August 2015

APPLICATION PROCESS FOR ADMISSION

- **STEP 1: PAYMENT OF APPLICATION FEE.**
 - Download the challan from the **DOWNLOAD CHALLAN** link and pay the application fees with this challan at the nearest branch of the State Bank of Travancore.
- **STEP 2: ONLINE APPLICATION.**
 - Fill in the online application form from the **APPLY ONLINE** link. Start this process only after making the payment for Application fees.
- **STEP 3: ADMISSION INTERVIEW**
 - Attend the **ADMISSION INTERVIEW** with all required documents and pay the required fees.

STEP 1: PAYMENT OF APPLICATION FEE

- Application fee can be paid only with the State Bank of Travancore challan form available from the link on this page. The payment can be made at any branch of SBT. No other mode of payment is accepted.
- Two challan forms are available for download below, a challan form for General seats and another challan form for SC/ ST seats. Download and print out the appropriate challan form.
- The Application fee is Rs. 200/- for General candidates and Rs. 100/- for SC/ST candidates.
- Please note that additional Bank Charges of Rs.10/- may be applicable for payment made at any branch other than the Nalanchira branch of SBT (non-home branch).

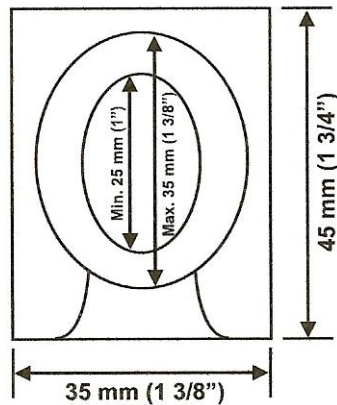
- Candidates who are applying for admission to the MTTM programme will have to make an additional payment of Rs. 300/- towards Entrance Exam fees in the same challan form (the Entrance Exam fee is same for both General and SC/ ST candidates).
 - A candidate applying in the General seat category for the MTTM programme will have to pay a total of Rs 510 (Rs.200 + Rs300 + Rs 10 if applicable), and Rs.410 (Rs 100 + Rs 300+ Rs 10 if applicable) in the SC/ST category.
- Fill in all details in the challan (Name and Code of Branch where payment is made, Name and Date of Birth of Candidate, required fees and other details) and make the payment at any branch of the SBT.
- After making the payment, please collect the College Copy and the Student's Copy of the Challan from the bank. Ensure that the Journal No and Seal of the Bank with signature is entered. Keep the Student's Copy for your reference; you will have to submit the College Copy at the time of admission.
- Please ensure that payments are made correctly. Applications made with incorrect payment will be rejected.
- Payments once made will not be refunded.

STEP 2: ONLINE APPLICATION

- Once the application fee has been paid, visit the College website and click on the APPLY ONLINE link.

FILLING IN THE ONLINE APPLICATION FORM:

- APPLICANTS SHOULD START FILLING IN THE ONLINE APPLICATION FORM ONLY IF THEY HAVE THE CONSOLIDATED GRADE/ MARK SHEET OF ALL SIX SEMESTERS. THEY HAVE TIME TILL JULY 13 TO FILL IN THE ONLINE APPLICATION FORM.
- It is best to complete the online application in one sitting as the final SUBMIT button has to be clicked after providing all necessary information. There is no provision for saving the application and editing at a later time.
- Fill all fields carefully; you will need around 30 minutes for the whole process.
- You must have the following three documents with you while filling the online application form:
 1. The Student's Copy of the Challan form;
 2. The consolidated marks/ grades statement of the qualifying examination; and
 3. A soft copy of the passport photo of the candidate with the following features:
 - Dimension: 35mm x 45 mm (or 130 x 170 pixels), with the face taking up around 75% of the picture, as shown below:



- Size: Less than 100 kB.
- Background colour: White or very light colour.
- Fill in the form completely. Fields marked with a red* are mandatory. Remember to fill in the details from the DETAILED MARKS ENTRY button. Use information from your Marks Statement.
- Do NOT press the BACK button on the browser; click on CANCEL to go to the previous page. You will lose all data and will have to start from the beginning if you press the BACK button on the browser.
- Accept all Terms and Conditions.
- Fill in the required details from the challan.
- Upload the photo. Click on **Choose File** to upload the photo and click **Submit**.
- After all the mandatory information has been filled you will be asked to **Verify** the information given. After verification, click the SUBMIT button. A message will appear if your submission is successful. If your application is incomplete, the missing fields will be notified in red at the top of the page. Fill in all missing details and complete the submission process.
- An application number will be generated once the final submission is made. Note down this application number; you will need this to check the status of your application from the APPLICATION STATUS link.
- Write this application number in the Student's Copy of the challan with you, and in the College copy you will submit at the time of admission.
- Once you have submitted the application, print out two copies of the completed application form. File one copy for your reference along with the Student's copy of the challan, and bring the signed second copy to the college at the time of admission.
- You can know the status of your admission from the ADMISSION STATUS link on the College website; refer to it for updates about the admission process.

Please take special care while entering the grades of the qualifying exam in the application. Applications found defective in any way, or filled in with wrong or incomplete information will be rejected.

STEP 3: ADMISSION INTERVIEW

- The third and final step before admission is the admission interview.
- On the date of publication of the Allotment List, visit the website and click on ADMISSION STATUS to know if you have been selected for the final interview on the basis of the index marks of the qualifying examination.
- If the candidate is eligible to attend the final interview, an ADMISSION MEMO will be generated and can be printed from the APPLICATION STATUS link.

- Two kinds of MEMOS will be generated by the system: An ADMISSION MEMO indicating confirmed admission in the relevant quota, and a memo for CHANCE ADMISSION.
- Getting a MEMO for CHANCE ADMISSION is NOT a guarantee for admission to the programme. Your CHANCE for admission will be CONFIRMED only if candidates with a higher rank and index mark in the Rank List than you do not turn up for the interview.
- Candidates must present themselves for the interview at the time and date specified in the MEMO along with their parents/ guardian. Failure to do so will disqualify the candidate from getting admission to the College.
- They must submit the following documents at the time of interview/ admission:
 1. A print out of the generated Application form, duly signed by the candidate and the parent/ guardian;
 2. The College copy of the Application fee challan;
 3. A print out of the Admission Memo or Chance Memo;
 4. Consolidated grade/mark sheet of the qualifying examination in the original;
 5. The original grade/mark sheets of the qualifying examination (all semesters);
 6. Provisional Certificate in the original;
 7. The Transfer certificate in the original;
 8. The Course and Conduct certificate in the original;
 9. The Migration certificate and Eligibility Certificate in the original if the candidate is from a university other than Kerala university;
 10. Character and catechism certificates from the parish priest for Malankara Syrian Catholic candidates;
 11. Community certificate with minimum 1 year validity for SC/ ST/ OEC candidates, and Community and Income certificates for OBC candidates; and
 12. Two copies of a recent passport size photograph (same as the one in the application).
- All required fees will have to be paid after the interview, on the same day. ADMISSION WILL BE CONFIRMED AFTER THE INTERVIEW ONLY IF THE REQUIRED FEES ARE PAID.
- **MA Economics is in Self Financing Scheme (Tuition Fee Rs. 18500/- per Semester)**
- For more details see the PROSPECTUS.

Sd/-
Principal