Vimala College (Autonomous)
Thrissur

PG ADMISSION
PROSPECTUS

2020

PREFACE

Sprawling over 26 acres of land and situated in the cultural capital of a state lauded for its rich heritage, Vimala College, Thrissur was set up as a citadel of education, enlightenment and progress of young women in 1967. Undying enthusiasm, visionary diligence and a passion to bring out change, defined, moulded and transformed the dream of the CMC Management into what the College has become today. In her 54th year of inception, Vimala stands high with her flag unfurled to glory and true to the ideals of her founders whose vision is extolled in the words:

"Our aim is the pursuit of intellectual and professional excellence for the total transformation of the human person for his/ her own enrichment and for the service of the society and the nation in the spirit of Jesus Christ".

Bifurcated from St. Mary's College and affiliated to the University of Calicut, Vimala offers 19 Undergraduate and 16 Post Graduate programmes along with other certificate and short term courses and is a Centre for Research in English, Physics, Commerce, Social work, Economics and Malayalam.

Managed by Nirmala Province, Thrissur of the Congregation of Mother of Carmel (CMC), the College is under the religious jurisdiction of the Catholic Archbishop of Thrissur. With an enrolment of 2843 students, faculty strength of 149 members and an administrative team of 36 staff, the College is engaged in bringing into fruition the dream that shaped the legacy bequeathed to her by the founders. All efforts are made to sustain and enhance quality through the synchronisation of innovative measures and traditional values. With remarkable strides in curricular, co-curricular and extra- curricular spheres, the College has defined a concrete position for herself in the educational map of the state and envisions a journey of greater achievements in the future. The infrastructure and educational resources have been consistently expanded to meet the growing academic requirements. Technology enhanced teaching-learning experience and work culture have propelled the productivity forward and raised the merit of the institution.

The College in high stead the vision and mission that forms the foundation of its very existence and accordingly engages in uncompromising and dedicated service to the field of education. Accredited at the national level with a Five Star status in 2001 by the NAAC, the institution has undergone two subsequent cycles of re-accreditation in 2008 and 2014 and presently holds the top grade A with a CGPA of 3.50 on a 4 point scale. The University Grants Commission (UGC) conferred autonomy in 2015 and identified her as a College with Potential for Excellence in 2016. The Ministry of Human Resource Development, Government of India awarded the College the 52nd and 77th positions in the National Intuition Ranking Framework (NIRF) of the years 2017 and 2018 respectively. The college was in 100-150 band of NIRF Rankings 2019 and got 99th position in NIRF 2020 Rankings. Vimala College is a mentor college in NAAC Paramarsh Scheme from 2018. Vimala College has a full-fledged DST -FIST funded laboratory and presently 6 science departments of college is supported under DBT-STAR college Scheme. The college is also

supported under RUSA (RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN) by the Ministry of Human Resource Development, Government of India.

In 2018 UGC approved two B.Voc programmes - Web Technology and Food processing, and community college offering three courses Diploma in Interior Architecture and Design (DIAD), Diploma in Digital Video Production and Diploma in Tourism Management and Hospitality

Online Admission Process:

The college offers 17 Under Graduate and 16 Post Graduate programmes. Applications for admissions to the various PG programmes during 2020-2021, shall be online. Under the Online Admission Process (OAP), applicants need to submit **SEPERATE APPLICATION FORM** for admission to **EACH PROGRAMME**. The allotment of seats to a given programme depends on the options submitted by the candidate, his/her academic record and other norms of inclusion. The marks/grades secured by a candidate at the Degree level will decide the eligibility for admission to the PG programmes, unless otherwise specified.

The **PG OAP Prospectus - 2020** provides the complete information about the online admission process and the details of the programmes.

ATTENTION

Candidates should go through the prospectus carefully and acquaint themselves with all the relevant information relating to the admission process. They are also requested to visit the official website of the college **www.vimalacollege.edu.in** for notification, announcements, syllabus and faculty profile.

This prospectus is subject to modification/addition/deletion as may be deemed necessary by the College.

The whole process of admission to the PG programmes will be done by Vimala College (Autonomous), Thrissur

Kindly text your feedbacks and queries to **admission@vimalacollege.edu.in**

Contact your concerned department for specific queries: (10.00 am – 04.00 pm only)

For Queries: 8086344750, 7736681486

IMPORTANT POINTS

- **Application for admission to PG programmes for the academic year-2020-21 should be submitted online on or before the last date stipulated in the admission schedule.**
- **Online registration can be made by accessing the college website www.vimalacollege.edu.in**
- **Community quota is limited to candidates belonging to Roman Catholic Syrian Christians (Syro-Malabar) church alone and should be indicated in space provided for 'Category'.**
- **Payment of application/admission fees can be made through any branch of South Indian Bank or by Debit card/Credit card/Internet banking.**
- **Verify your personal as well as academic details carefully before final submission. Once 'Final Submission' has been made, no modification of data is possible.**
- **Fake registration by any person / institution will be viewed seriously and will be liable for punitive action.**
- **After submission of the application, the candidate shall note down the application number/copy of the online application for all future reference.**
- **Candidates claiming reservation/bonus marks should produce relevant certificates during the verification process.**

Late applications will be summarily rejected.
Verification of original documents will be done by the college at the time of admission.

- **Applicants for Community quota should include appropriate references (letter from the parish priest).**
- **Applications for management Quota may be downloaded from the portal after the final submission of the application. The same may be personally submitted at the management office along with the processing fee of Rs. 500.**
- **Candidates under SC/ST quota should attach relevant certificates mentioned in the prospectus.**
- **All candidates who secure allotment should report for admission at the college after remitting the required fees. Those who fail to do this will be treated as 'Not Joined' and further claim for admission by these applicants will not be entertained.**

DOCUMENTS TO BE UPLOADED ALONG WITH APPLICATION

- XTH MARKS CARD

- CONSOLIDATED MARKLIST OF UG PROGRAMME

- NSS/NCC PARTICIPATION CERTIFICATE.

- CLAIM CERTIFICATES FOR BONUS MARKS.

- CASTE CERTIFICATE IN CASE OF SC/ST

- UDID CARD FOR PWD CATEGORY

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PG ONLINE ADMISSION SCHEDULE -2020

1.	Notification for admission to PG Programmes	20.08.2020
2	Online availability of Application Form and Prospectus	21.08.2020 (5p.m)
3	Last date for the remittance of fee for online registration	15.09.2020
4	Registration of candidates (online)	21.08.2020 - 15.09.2020, 5.00 pm
5	Publication of provisional rank list	18.09.2020, 05.00 pm
6	Last date and time for reporting of errors in the provisional rank list, if any	21.09.2020,
7	Publication of final rank list and waiting list	24.09.2020
8	Admission to MQ/ Sports/ Cultural/PWD Quota	25.09.2020
9	Admission to General/SC/ST/Community Quota (all Programmes)	26.09.2020
10	Commencement of classes	29.09.2020
11	First Special allotment for SC/ST students	05.10.2020
12	Second Special allotment for SC/ST students	12.10.2020
13	Closing of Admission	31.10.2020

If seats remain vacant after admission from the waiting list, spot admission based on merit will be made from among the candidates who have applied for the same in the college, after notification on the college website.

CLASSIFICATION/CATEGORIZATION OF SEATS

Seats available in the college are mainly classified as **Merit seats, Community seats and Management seats**.

3. RESERVATION OF SEATS

Types of Reservation: Out of the total Merit Seats available for various PG Programmes, seats will be reserved for different categories under the following main items:

a) Reservation for Nominees

b) Reservation for Persons with Disabilities

c) Special Reservation and

d) Mandatory Reservation

3.1 Reservation for Nominees: An additional seat shall be created in the college and added to the total merit seats exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up with other candidates. **The students who seek admission in this category should directly submit their application in the college with proper authorization from Lakshadweep Administration Authorities.**

i. **3.2 Reservation for Persons with Disabilities (PD)**: 5% of the seats for all programmes, over and above the allotted strength are reserved for candidates with disabilities. Such seats shall be reserved for each of the three sections of **Persons with Disabilities category (Blind, Deaf and Orthopedically Challenged)**. The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability. 'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed.

Candidates seeking admission under PD category should attach to their application form, an attested copy of the 'Certificate of Disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

No reservation of seats is allowed for Blind candidates for Programmes which come under the Faculty of Science

Candidates seeking admission under PWD category should attach with their online application form, an attested copy of the 'Certificate of disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

Mark Relaxation for PWD candidates

A relaxation of 5% marks in examination from the prescribed minimum is allowed i.e. 45% marks for applicants for admission to M.Sc. and 40% marks for M.A./M. Com programmes

3.3 Special Reservation: The seats reserved under Sports Quota and Cultural Quota come under this category and shall be allocated from open merit seats.

3.3.1 Reservation of seats under Sports Quota

The following norms are prescribed for admission under sports quota:

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

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

3. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.

4. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.

5. A minimum of one seat may be given if there are no sufficient seats.

The applicant for admission to the Sports quota should have represented at least the District Sports Zone. Preference shall be given to Sportsmen who have represented the State/University over the sportsmen who have represented the District/College. The applicant shall produce the Certificate from the Honorary Secretary of the State Association of the event concerned to prove District representation.

The following guidelines shall be followed in determining merit in sports and athletics for admission to the PG programmes.

Points shall be awarded to the Ist (Winner or winning team), Second (Runners up or Runners up team), Third (Third place) and participation as:

Category	1st	2nd	3rd	Participation
International Meet of Universities	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	5

3.4 Reservation of seats under cultural quota

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

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

3. Where the number of seats is still less than 15 after such pooling, all the PG programmes may be pooled together.

4. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked, if the excess number is 15 or more.

5. A minimum of one seat may be given if there are no sufficient seats.

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

LEVEL	Points of participation			
	1st	2nd	3rd	4th
National Inter University Youth festival/ competition of Association of Indian Universities	50	30	20	10
Zonal inter University Youth festival / competition of Association of Indian Universities	30	20	10	....
Annual University Youth festival of any University in Kerala	20	1	5	....

In the absence of applicants who do not secure 1st, 2nd, 3rd and 4th places, candidates with 'A' grade shall be considered for admission.

Candidates who possess **'A Grade'** are:

1. A person can score points only in one category.

2. The highest score will be counted

3. Where bracketed, scores in other categories will be counted

4. Where still bracketed, person who was the University athletic champion will be given 3 extra points.

5. Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.

6. He / She must be available for University events unless specifically exempted by the Principal of the college.

4. MANDATORY RESERVATION

4.1 The seats for each course will be distributed as per the existing pattern given below.

Sl No.	Name of Quota	% of Reservation
I	Open Quota	50 per cent
II	Scheduled Caste	15 per cent
III	Scheduled Tribe	05 per cent
IV	Community Quota	10 per cent
V	Management Quota	20 percent

The seats under **community quota** shall be reserved for students of the **RCSC community** and seats shall be filled on the basis of merit and the seats under **management quota** shall be filled by the management from **among candidates of their choice**.

4.2 For Self Financing programmes conducted in the college, 50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be filled as detailed below.

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

5. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

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

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

5.1 Claim of OEC candidates against the un-availed seats of SC/ST candidates: Other Eligible Community (OEC candidates) who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates obtained from the revenue authorities concerned.

5.2 OTHER GENERAL RULES FOR MANDATORY RESERVATION

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

(i) The unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belonging to SEBC. The seats further remaining unfilled shall go to open quota.

ELIGIBILITY FOR ADMISSION

6.1 Academic eligibility should be satisfied as on the last date for submission of academic data.

No candidate shall be admitted to the PG degree programme unless he /she possesses qualification and minimum requirement thereof.

6.2 If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later, admissions shall be denied or he/she shall be expelled from the educational institution.

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

OR

(ii) Candidates who have passed degree examination with double or triple main subject or candidates who have passed the degree examination in Vocational of Specialized programmes are also eligible for admission. However they have to submit copy of the Equivalency / Eligibility Certificate from Mahatma Gandhi University, stating that, their qualifying Examination is recognized for seeking admission to the relevant PG degree course(s) as possible, at the time of admission. The provision is not applicable in case of those applicants who have passed their qualifying examination from MG University.

Programmes Offered

Sl No	Programme	Eligibility	Seats
1	**MA Malayalam**	**Under Mark System** :-BA Malayalam Lang. &Litt. (Main) Degree with at least 45% marks for Part III or BA/B Sc (excluding alternative pattern) Degree with Malayalam in Part II with at least 45% marks of this University or equivalent degree. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass. **Under Grade System** :-BA Malayalam Lang. &Litt. ((Core) Degree or BA/B Sc (excluding alternative pattern) Degree with Malayalam as Common Course of this University or equivalent degree with Overall CGPA, at least equivalent to 50%. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.	20
2	**MA English**	**Under Mark System** :- BA English Lang. &Litt./BA English & History/BA Functional English with at least 45% marks for English Main Papers or BA/BSc (excluding alternative pattern) Degree with at least 45% marks in Part I English, of this University or equivalent degree. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass. **Under Grade System** :- BA English Lang. &Litt./BA English & History/BA Functional English/ or BA/BSc (excluding alternative pattern) Degree with English as Common Course of this University or equivalent degree with Overall CGPA, at least equivalent to 50%. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.	20
3	**MA Economics**	**Under Mark System** :- BA Degree of this University with Economics/Foreign Trade/Development Economics (Main) or equivalent degree with at least 45% marks for Part III (excluding subsidiaries).OR B Sc Degree of this University with Statistics/Mathematics (Main) or equivalent degree with at least 70% marks for Part III (excluding subsidiaries).OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass. **Under Grade System** :- BA Degree of this University with Economics/Foreign Trade/Development Economics (Main) or equivalent degree with Overall CGPA, at least equivalent to 50%, OR B Sc Degree of this University with Statistics/Mathematics (Main) or equivalent degree	20

		with equivalent grade to 70 %. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.	
4	MA Sociology(Self-Finance)	**Under Mark System** :-Any UG Degree of this University or equivalent degree with at least 45% marks for Part III (excluding subsidiaries). OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass. **Under Grade System** :- Any UG Degree of this University or equivalent degree with each Core and Complementary course grade point at least equivalent to 50%. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass	20
5	M Com	Any candidate who has passed B.Com or BBA (earlier BBS) degree of University of Calicut or B.Com, BBA, BBM or BBS degree of any other University or Institutes in any states recognised by UGC or AICTE and approved by University of Calicut with minimum of 45% marks or equivalent grade is eligible for admission. OBC and SC/ST students are eligible for mark/grade relaxation as per the University rules. In the case of B.Com (Honours) students, the minimum eligibility for admission is 50% for all categories of students.	20
6	MSW	Bachelor's Degree in any discipline recognised by the University of Calicut with a minimum of 50% aggregate marks/grade. Aggregate marks/grade means the total marks/grade obtained for part- I English and part III (Core & Complementary). For those disciplines, which do not have English, only main and subsidiary marks/grade will be taken into consideration.	20
7	M Sc Physics	B.Sc. Degree in Physics/Applied Physics (Core) of this University or an equivalent degree, with Mathematics as compulsory complementary, having 50% mark or equivalent grade in Part III (Core and Complementary put together). In the case of applicants with tripple main/three majors, they should have Physics and Mathematics as two mains/majors and should have minimum 50% marks or equivalent grade, while putting the three mains/majors together. OBC/OEC candidates are eligible for relaxation up to 5%. SC/ST candidates need only to get a pass.	12
8	M Sc Nutrition & Dietetics (Self-Finance)	**Under Mark System** :- BSc Degree of this University with Home Science/Family & Community Science /Dietetics /Clinical Nutrition/Food Science with Quality Control/Food Science and Nutrition/ Food Service management and Dietetics or other Nutrition related subjects or equivalent degree with at least 50% marks for Part III (excluding subsidiaries). OBC/OEC	12

		candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass. **Under Grade System** :- B.Sc. Degree of this University with Home Science/Family & Community Science/ Dietetics /Clinical Nutrition/Food Science with Quality Control/Food Science and Nutrition/ Food Service management and Dietetics or other Nutrition related subjects or equivalent degree with Overall CGPA, at least equivalent to 50%. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.	
9	**M Sc Textile & Costume Science (Self-Finance)**	B Sc Textile & Fashion Technology/B Sc Textile Science & Apparel Fashion Design/ B Sc Costume Design & Fashion / BSc Fashion Technology/ B Sc Apparel & Fashion Design and Any Biological Science Graduation with a minimum aggregate score of 50%	12
10	**M Sc Chemistry** **(Self-Finance)**	**Under Mark System** :-BSc Degree of this University with Chemistry/Industrial Chemistry/Polymer Chemistry (Main) or equivalent degree with Mathematics as one of its subsidiaries with at least 50% marks. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass. **Under Grade System** :-B.Sc. Degree of this University with Chemistry/Industrial Chemistry/Polymer Chemistry (Core) with Mathematics as one of its subsidiaries or equivalent degree with Overall CGPA, at least equivalent to 50%. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.	12
11	**M Sc Zoology** **(Self-Finance)**	B.Sc Degree of this University or equivalent/recognised degree with Zoology (Main) with (at least) 50% marks or equivalent grade in Core (Part III excluding subsidiaries). OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.	12
12	**M Sc Botany** **(Self-Finance)**	Bachelor degree in Botany or Plant Science of University of Calicut or equivalent qualification with a minimum of 50% marks in the main (core) subject under the mark system or equivalent grade under the grade system, with 45% marks or equivalent grade in the case of OBC/OEC candidates and with a pass in the case of SC/ST candidates.	10
13	**M Sc Mathematics** **(Self-Finance)**	B.Sc. Degree in Mathematics or an equivalent degree with at least 50% marks or equivalent grade in Core and at least 50% marks or equivalent grade in Part III (Core and Complementary put together) . OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST	15

		candidates need only to get a pass.	
14	**M.Sc. Computer Science**	The candidate should have secured at least 55% of marks or equivalent grade in BSc. (Computer Science or Information Technology or Electronics or Physics or Mathematics or Statistics or Chemistry) or BCA or B.Tech/BE (Computer Science or Information Technology or Electronics or Electronics and Telecommunication or Electronics and Communication)	10
15	**M Sc Statistics**	Under Mark System :- At least 50% marks in Statistics/Applied Statistics (Main)/Mathematics & Statistics (Double Main)/Mathematics (Main) with Statistics as one of the subsidiaries in the B.Sc. Degree of this University or equivalent. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass. Under Grade System :- Bsc Statistics /Applied Statistics(Main) /Mathematics & Statistics (Double Main) /Mathematics (Core) with Statistics as complementary in the B.Sc. Degree of this University or an equivalent degree with Overall CGPA, at least equivalent to 50%. OBC/OEC candidates are eligible to relaxation up	10
16	**M Sc Zoology**	B.Sc Degree of this University or equivalent/recognised degree with Zoology (Main) with (at least) 50% marks or equivalent grade in Core (Part III excluding subsidiaries). OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.	12

7. PREPARATION OF RANK LIST

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

2. Under CBCSS (NEW) pattern, the CGPA secured for Part III Core group (Core +Complementary courses) unless otherwise mentioned shall be converted into marks out of 1000. The index

   mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any.

8. BONUS MARK

The bonus mark will be awarded as follows.

a) **Bonus of five marks** will be awarded to NCC and NSS candidates for admission to all programmes. **For NCC candidates the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the Directorate provided the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programmes. An additional bonus mark of 3 will be given to 'A'**

certificate holders and 5 marks each to 'B' and 'C' Certificate holders in proof of their high proficiency.

b) In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately preceding the P.G programmes for which admission sought.

c) A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-service men seeking admission to the P.G. Programmes. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained not earlier than six months from the last date of submission of application from the military authorities or state/Zilla Sainik Welfare Officer to the effect that the applicant is the son/daughter of Ex-service man or an Ex-service man himself/herself. The certificate should clearly show that the benefit of reservation has not been granted earlier to any member in the family. In the absence of the above certificate the claim will not be considered.

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

e) **A bonus of 10 marks will be awarded to applicants who have graduated from Sacred Heart College, Thevara.**

f) Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying

marks in the qualifying examination while calculating the index marks **9. DEDUCTION IN MARKS**

9.1 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:

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

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

10. CALCULATION OF INDEX MARKS

Index mark is calculated after adding / deducting the weightage / bonus marks/ handicap marks, if any. For details regarding the weightage of marks for various programmes, please refer to clause, 6 relating to the eligibility for admission.

a) **M.A. English**

75% of the total seats will be reserved for those who have taken the subjects as optional (Model I/II/III).

Model I English

Index marks are calculated on the basis of percentage of marks secured for Part III Core course / Main or Part I Common course/ papers, whichever is higher.

CBCSS(NEW) Pattern	Pre CBCSS(NEW) Pattern
CGPA secured for Common courses/Core courses is converted into percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for Part III Main/Part I English converted into 1000.

Model II English

Index mark is calculated on the basis of percentage of marks secured for Part III Core/ Complementary courses.

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for Core courses is converted to percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by	Marks secured for Part III Main/ Core

	English is
multiplying the same by 10.	converted into 1000.

Model III English (Double Main)

Index mark is calculated on the basis of percentage of marks secured for Part I English alone.

CBCSS Pattern (Double main)	Pre-CBCSS Pattern B.A. Communicative English (Single Main)
CGPA secured for core courses is converted to percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for Part I English is converted into 1000.

Model III English (Double Main/ Triple Main)

Index mark is calculated on the basis of percentage of marks secured for Core papers.

CBCSS Pattern	Pre CBCSS Pattern B.A. Communicative English (Triple Main)
CGPA secured for Core courses is converted to percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for part I English is converted into 1000.

Graduates in other programmes under Faculty of Language & Literature, Social Science, Science and Oriental Studies.

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for Part I Common courses is converted into percentage of marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for part I English is converted into 1000.

b) M.A. Social Sciences / M.Sc. Programmes

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for Part III Core + Complementary courses is taken into account for the calculation of index marks as stated below : {[CGPA (Core course) x total credit of core course] + (CGPA of complementary course - I X total credit for complementary course - I + (CGPA of complementary course - II X total credit for complementary course - II}] / Total credit for core courses + total credit for complementary courses) .... (A) (A) X 100... (B) (i.e., marks out of 1000 for core plus complementary) [{CGPA (Core courses) X 60……………………….(C) (i.e, marks of Part III Core Standardized to 600) Index mark = B+ C + weightage + bonus marks - handicap marks, if any.	a) Marks secured for part III Main + subsidiary for Model I and marks secured for Core + Complementary + Vocational for Model II (standardized to 1000) .... (A) b) Marks secured for Part III main (Model I) / Core papers (Model II) out of 600 .... (B) c) **Index mark = A+ B + (Weightage + bonus marks, if** **any) - (handicap marks if any)**

c) M.Com

CBCSS Pattern	Pre CBCSS Pattern
For Graduates who have passed B Com Model I Programme	
Index mark =CGPA secured for Core course X100 + weightage + bonus marks - handicap marks, if any.	Marks secured for part III Main papers is converted into 1000. Index mark is calculated after adding / deducting weightage /bonus/handicap marks, if any.

For Graduates who have passed B Com Model II / Model III / BBA/BBM	
CGPA secured for part III core courses is converted into percentage marks. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10. Index mark is calculated after adding / deducting weightage/ bonus/ handicap marks, if any.	In the case of candidates who have passed B.Com Model II, marks secured for Part III Core Papers is candidat converted into 1000. In the case of es who have passed B.B.A. total marks obtained excluding the marks of English, Social Project, Management Project, Viva shall be converted to 1000 and in the case of candidates who have passed B.B.M. total marks obtained excluding the marks of English, Industrial training and project report and comprehensive Viva-voce shall be converted into 1000

11. RELAXATION IN MARKS IN THE QUALIFYING EXAMINATION

11.1 Kerala Scheduled Caste/Scheduled Tribe Category: The minimum grade in the qualifying examination for admission to the PG Degree programmes is 'c" in the seven point scale for CBCSS and a pass for pre CBCSS applicants.

11.2 SEBC Category: A relaxation of 3% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.88 for CBCSS (2009), CCPA of 4.7 for CBCSS (2013) applicants and 47% marks for pre-CBCSS applicants for admission to M.Sc programmes and CGPA of 1.68 for CBCSS (2009), CCPA of 4.2 for CBCSS (2013) applicants and 42% marks for pre-CBCSS applicants for admission to M.A/M.Com programmes

11.3 OEC Category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed (See Annexure I (c) i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013) applicants and 45% marks for pre - CBCSS applicants for admission to M.Sc programmes and CGPA of 1.60 for CBCSS (2009), CCPA of 4.0 for

CBCSS (2013) applicants and 40% marks for pre CBCSS applicants for admission to MA/M Com programmes.

11.4 Persons with Disability category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS (2009), CCPA of4.5 for CBCSS (2013) applicants and 45% marks for pre - CBCSS applicants for admission to M.Sc programmes and CGPA of 1.60 for CBCSS (2009), CCPA of 4.0 for CBCSS (2013) applicants and 40% marks for pre CBCSS applicants for admission to M.A./M.Com programme.

12. ONLINE ADMISSION PROCESS (OAP)

The applicants need to submit only a single application form for applying online, for admission to the various PG Degree Programmes in the college in the Open/Reservation Quota**. However, the applicant needs to remit additional application fee for each of the programme he/she intends to apply. Further, he/she should submit hard copies of each of the online application at the college office separately. Candidates seeking admission through management quota/ sports quota/cultural quota/and PWD quota should submit an additional copy of the online application along with relevant certificates in person to the college**.

APPLICATION FEE

General candidates: **300/-** (including processing fee of 250/-)

SC/ST candidates: **150/-** (including processing fee of 100/-)

12.1 Steps for On-line Registration

1. For online registration of personal and academic data, the candidates must visit the web site, ***www.shcollege.ac.in*** and click on the link **" PG Admissions: 2020-2021".**
2. In case you are a new applicant, click on "Registration" button and enter the registration details carefully.
3. On submission, a unique Password will be send to your email and mobile immediately.
4. Follow the instructions for remittance of Applications Fee. (Payment can be made by Challan/ /Debit card/ Credit card/Internet banking)
5. Generate a challan print out form if payment is made through this mode.
6. Approach the nearest **South Indian Bank branch** along with the challan prints out and remit the required fee.
7. After remitting the fee, collect the challan copies from the Bank.
8. **Failure to remit the application fee on time may result in your application being rejected.**
9. Log on to your account using the User name (email) and unique Password.
10. Click on "Application Form" icon.

11. Fill in the Application Form with personal details, academic eligibility and the options correctly.

12. Candidates should click the "Save" button to save the entries made from time to time.

13. Verify with the relevant documents and confirm the details entered on-line.

14. **Follow the instructions precisely before uploading your recent photograph.**

15. After satisfying himself/herself that the details entered are correct, the applicant shall press the "Final Submission" Button.

16. *Only after completing this step, will the Application Number get activated.*

17. Take a print out of the filled up application form for your future reference.

18. Send a copy to the college office (along with the challan copy, as applicable) and a self-attested copy of the mark list.

19. Errors in the provisional rank list, if any, may be brought to the notice of the college office during the dates indicated in the admission schedule.

SPECIAL ATTENTION

> **After pressing 'Final Submission' button, no modification of data is possible. Hence, make double sure that all entries are made correctly before 'Final Submission'.**

13. POST ALLOTMENT ACTIVITIES (tentative - depending on COVID-19 situation)

Reporting at the College for admission: All students who get allotment should report for admission at the college. Those who fail to do this will be treated as **Not Joined** and further claim for admission by these applicants will not be entertained. The candidates should produce the following documents **in original** before the Principal/Head of the college/institution at the time of admission.

a. Copy of the online application.

b. Certificate to prove date of birth (Copy of Class X Mark List).

c. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate from the Head of the Institution stating that the conduct of the candidate is Excellent/Very Good/Good.

d. Grade card/ Mark lists of all parts of the Degree examination and Provisional/Degree Certificate.

e. Medical certificate from a qualified medical practiner indicating his/her health status and blood group. (No specific format)

Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Universities.

g. Migration Certificate, if applicable.

h. Caste certificate in the case of SC/ST candidates.

i. Relevant ORIGINAL certificates in case of candidates who have availed bonus/weightage of marks (NSS/NCC/Ex-servicemen).

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

14. FEE SCHEDULE (per annum)

*Fee concession /Scholarships are available for meritorious and deserving students

14.1 Candidates belonging to SC/ST communities allotted against merit seats or against the seats reserved for them are exempted from payment of fee. Candidates belonging to OEC admitted against merit seats or against the un-availed seats of SC/ST are exempted from payment of fee (As per G.O.(Ms) No.14/2005/SCSTDD dated 5.4.2005 & G.O.(Ms) No.36/07/SCSTDD dated 03.07.2007

14.2 Claim for fee concession to OEC Candidates : Candidates belonging to Other Eligible Communities (OEC) are exempted from payment of fee at the time of allotment to Under Graduate Programmes irrespective of annual family income as per G.O.(Ms) No.36/07/SCSTDD dated 03.07.2007. They should provide Community Certificate from the Village Officer along with the Application Form, in order to avail this benefit.

14.3 SC/ST/OEC candidates will have to pay the 'Caution Deposit' as per rules.