Vimala College (Autonomous)
Thrissur

UG ADMISSION
PROSPECTUS
2019

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 2019 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 18 Under Graduate and 13 Post Graduate programmes. Applications for admissions to the various PG programmes during 2019-2021, 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 optionssubmitted 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 **UG OAP Prospectus - 2019** 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 UG 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 UG programmes for the academic year-2019-20 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

UG ONLINE ADMISSION SCHEDULE -2019

1.	**Notification for admission to UG Programmes**	**14.07.2019**
2	Online availability of Application Form and Prospectus	14.07.2019 - 05.00 pm
3	Last date and time for submitting online application*	01.08.2019 - 05.00 pm
4	Publication of provisional rank list	05.08.2019 - 05.00 pm
5	Last date and time for reporting of errors in the provisional rank list, if any	07.08.2019 - 05.00 pm
6	Publication of final rank list and first allotment	11.08.2019 - 05.00 pm

*Dates of Aptitude test for BA (Animation & Graphic Design) and B.A (Animation & Visual Effects)

July 21, July 28 and August 2 (appear only once). Admission schedule will be

published later.

If seats remain vacant even after the second special allotment, spot admission based on merit will be made from among the eligible candidates who have applied for the same in the college with prior notification on the college website.

2. CLASSIFICATION/CATEGORIZATION OF SEATS

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

3. RESERVATION OF SEATS

A. **AIDED PROGRAMMES**:

3.1 Types of Reservation - Out of the total Merit Seats available in the college under various UG Programmes, seats will be reserved for different categories under the following main items.

      i.   Reservation for Nominees.
     ii.   Reservation for Persons with Disabilities.
   iii.   Special Reservation.

iv.   Mandatory reservation

a) Reservation for Nominees: An additional seat for each programme in the College shall be created exclusively for the purpose of accommodating **students sponsored by the Union Territory of Lakshadweep**. This seat shall not be filled up by other candidates. **Such applicants should apply directly to the college office.**

b) Reservation for Persons with Disabilities (PD): 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 Orthopaedically Challenged)** with provision for interchange of seats, if candidates are not available in a particular category in a year. The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability. 'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed.

Candidates seeking admission under PD category should attach 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 Science subjects.

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

1.   Sports quota: Two seats under each programme (Interchangeable) shall be reserved for candidates with outstanding records in sports & games. The applicant for admission to the Sports quota should have represented at least the District Sports Zone.

Preference shall be given to Sportsmen who have represented the State/National School Meet. The applicant shall produce the relevant certificates to prove District representation.
The following guidelines shall be followed in determining merit in sports for admission to the UG programmes. Marks shall be awarded to the First (Winner or the Winning Team), Second (Runner up or Runner up team), Third (third place) and participation as detailed in Table 3-1.

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

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

Sl. No.	Tournaments	Points for respective positions			
		First	Second	Third	Participation
1	Senior/Junior International Competitions	100	90	80	70
2	Senior/ Junior National Competitions	60	55	50	45
3	School Nationals(including CISCE,CBSE,HSE,VHSE)	40	35	30	25
4	Inter collegiate/ Senior/Junior State Championship (Inter District)	20	15	10	5

Table 3-1

1. **Cultural Quota: -** One seat for each degree programme (Interchangeable) shall be reserved for students who excel in Youth festival recognised by Director of Public Instruction (DPI). The selection shall be made from among the applicants for the cultural quota on merit as detailed in Table 3-2.

Level	Points of Participation		
	A	B	C
Kerala School Kalolsavam /CBSE Sahodaya Kalolsavam	20	10	5
Revenue District level Youth Festival	10	5	-

Table 3-2

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

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

(i) **Mandatory Reservation:-**

The seats for each programme will be distributed as per the existing pattern given in Table 3

Sl. No.	Seat Reservation	Seat Distribution (in Percentage)
1	Open Quota	50
2	Scheduled Caste	15
3	Scheduled Tribe	05
4	Community Quota	10
5	Management Quota	20

Table 3-3

The seats under **community quota shall be reserved for students of the Roman Catholic Syrian (RCSC) community** and such seats shall be filled on the basis of merit.

The seats under **management quota shall be filled by the management** from among candidates of their choice.

B. SELF-FINANCING PROGRAMMES:

50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be distributed and filled as detailed in Table 3-4.

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

Table 3-4

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

(ii) CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required. The claims for **mandatory** reservation once made in the Application form cannot be altered by the candidate under any circumstances.

4.1 Claims for Reservation under Kerala Scheduled Castes/Scheduled Tribes Quota: Candidates claiming reservation under Kerala Scheduled Castes/Scheduled Tribes Quota should obtain caste/community certificate from the Village Offices concerned.

4.2 Other General Rules for Mandatory Reservation: The seats unavailed by the SC candidates will go to ST candidates and vice versa. The unavailed seats reserved for SC/ST shall be re-notified twice through print media and a special allotment shall be conducted exclusively for filling up vacant seats of SC/ST candidates. If such seats are remaining vacant even after re-notification, these shall be filled as detailed below**:-**

A. The unfilled seats shall be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota.

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

5.ELIGIBILITY FOR ADMISSION

Sl No	Programme	Complementary	Eligibility	Seats
1	**BA MalayalamLanguage& Literature**	Sanskrit	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission.	40
2	**BA English Language & Literature**	Social & Cultural History of Britain & Indian Constitution	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission.	40

		and Politics		
3	**BA Functional English**	Landmarks in English Literature & American Literature	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission.	40
4	**BA Economics**	Modern Indian History & Sociology	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission.	60
5	**BA Sociology**	Basic Psychological Process & Indian Constitution and Politics	Candidates who have passed (Eligible for Higher Studies)the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission	60
6	**B Com**	Finance	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto with at least one commerce subject are eligible for admissions to the B.Com degree course. Candidates who have not studied commerce subject for Higher Secondary or an equivalent examination not less than 45% marks are also eligible.	60
7	**B Com** (Self-Finance)	Finance	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto with at least one commerce subject are eligible for admissions to the B.Com degree course. Candidates who have not studied commerce subject for Higher Secondary or an equivalent examination not less than 45% marks are also eligible.	60
8	**B Sc Mathematics**	Statistics & Physics	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto with Mathematics group only	48

			are eligible for admission to BSc Mathematics.	
9	**B Sc Statistics**	Mathematics & Mathematical Economics	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto with Mathematics group or candidates who have studied Mathematics/ Statistics/Computer Application etc with other combination at HSE level are also eligible for admission to BSc Statistics. (U.O. No.GA I/JI/4756/1999 dated 11.01.2002)	36
10	**B Sc Physics**	Mathematics & Chemistry	Candidates who have passed (eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent there to with science subjects are eligible for admission.	48
11	**B Sc Chemistry**	Mathematics & Physics	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board Higher Secondary Examination or any other examination recognised as equivalent thereto with science subjects are eligible for admission.	48
12	**B Sc Botany**	Chemistry & Zoology/Physics	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board Higher Secondary Examination or any other examination recognised as equivalent thereto with science subjects are eligible for admission.	36
13	**B Sc Zoology**	Chemistry & Botany/Physics	Candidates who have passed (Eligible for higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto with Biology as a compulsory paper are eligible for admission.	36
14	**B Sc Family & Community Science**	Chemistry & Botany/Physics/Zoology	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto with science subjects are	36

			eligible for admission.	
15	**B Sc Computer Science**	Mathematics & Statistics	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto with Mathematics/ Computer Science/Computer Application/ Information Technology/Informatics Practice/Informatics/ Additional Mathematics are eligible for admission. (U.O.No.GAI/JI/4756/1999 dated 11.01.2002)	36
16	**B Sc Textile & Fashion Technology (Self-Finance)**	Chemistry & Botany/Physics/Zoology	Candidates who have passed (Eligible for higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto with science subjects are eligible for admission	24
17	**B Voc Food Processing**	Food Science	Candidates who have passed (Eligible for higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto with Biology as a compulsory paper are eligible for admission	50
18	**B Voc Web Technology**	Web Design & Programming	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission	50

6. PREPARATION OF RANK LIST

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

6.1 A handicap of 5 marks for every successive attempt after the first attempt subject to a maximum of twenty marks will be deducted from the total marks in the case of those who have taken two or more chances to complete the examination. The number of chances means the number of chances taken for passing any part of the qualifying examination after the prescribed programme period. Appearance for improvement of marks shall not be considered as an additional chance.

6.2 No handicap marks for SAY (Save a Year) pass outs shall be imposed if admitted in the same academic year, but five marks shall be deducted if he/she is ranked in the admission list of the succeeding year. Candidates who have passed the qualifying examination under SAY scheme or such supplementary scheme are eligible to apply for First Year programme in the same academic year, but they have to produce the mark lists on or before the closing date of admission as notified by the college.

6.3 Resolving of Tie

If the index marks of more candidates happen to be the same, then for breaking the 'tie', the following criteria shall be followed one after another in the order given below:

1   The candidate who has scored higher marks in the concerned elective subject shall be placed senior in the rank list. For B.Com. programme, Business Studies (Commerce) shall be considered as the Elective subject.

 7.   The candidate who has scored higher marks for Part III Subjects (or the Subjects other than Languages, if Part is not specified) taken together shall be placed senior in the rank list.

1.   The candidate who has scored higher marks in Part I (English if Part is not specified) shall be placed senior in the rank list.

 2.   The candidate who has scored higher marks in Part II (Second Language if Part is not specified) shall be placed senior in the rank list.

a)   By giving residential weightage (at District/State Levels)

b)   Preference shall be given to candidates who are elder, and the age difference shall be calculated in completed years only, rounding off fractions. (As candidates having difference in age less than one year happen to be admitted in the same class).

6.4 Bonus Marks

The Bonus Marks will be awarded as follows:

b)   Bonus of 15 marks shall be awarded to applicants with NCC (National Cadet Corps) or NSS (National Service Scheme) Certificates at **'Plus Two level'** for admission to all programmes. In respect of NCC candidates, the bonus marks will be awarded on the basis of NCC Certificates signed by the Director and issued by the Directorate of NCC to

candidates who have secured at least 75% attendance after having participated in its activities during the programme of study **immediately preceding the programme for which admission is sought**. _An additional bonus mark of 3 will be given to 'A' Certificate holders in proof of their high proficiency._

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

f)   Bonus of 15 marks shall be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-servicemen seeking admission to the Degree Programmes. Applicants to this category should invariably produce along with the application form an attested copy of certificate issued not earlier than six months from the last date of submission of application from the military authorities or state/Zilla Sainik Welfare Officer to the effect that he/she is the son/daughter of an ex-service man or an ex service man himself/herself.

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

b)   **Bonus marks shall be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks.**

7. ONLINE ADMISSION PROCESS (OAP)

The applicants need to submit only a single application for applying online for admission to all the UG Degree Programmes in the college in the Open/Reservation Quota **(sports quota/cultural quota and Persons with Disabilities (PD) quota.**

Lakshadweep quota: Candidates seeking admission through Lakshadweep quota should apply directly to the college. They can also apply under the Online Application Process, if they are to be considered for general allotment, in which case the selection will be based on merit/community quota.

	APPLICATION FEES
For all applicants except SC/ST :	**250/- (including processing fee of 200/-)**
For SC/ST candidates :	**150/- (including processing fee of 100/-)**

7.1 Remittance of Fee and Submission of Applications

Submission of application i.e. registration of personal and academic data as well as options for programmes shall be done **on-line**. Before submitting the application, candidates are advised to verify the **details of academic programmes in the college including hostel facilities through the website of the college**, in

addition to the information given in this prospectus. Before selecting a programme the applicant shall ensure that he/she possesses the prescribed qualifications for applying for the programme.

7.2 Steps for On-line Registration

For online registration, the candidates must visit the web page, www.shcollege.ac.in/admissions/ug/

a. Once the link is open click on "**New Registration**" button and enter the registration details carefully and "submit".

b. On submission, a unique Password will be send to your email and mobile immediately.

c. Follow the instructions for remittance of Applications Fee. (Payment can be made by directly through the bank (South Indian Bank only) /Debit card/ Credit card/Net banking.)

d. If you prefer payment through bank, generate a challan and take a print out.

e. Approach the nearest **South Indian Bank branch** along with the Challan print out and remit the required fee.

f. After remitting the fee, collect the challan copies from the Bank.

g. **Failure to remit the application fees on time may result in your application being rejected.**

h. Log on to your account using the User name (email ID) and unique Password.

i. Click on "Application Form" icon.

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

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

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

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

n. After satisfying himself/herself that the details entered are correct, click on the "Final Submission" Button.

o. *The application number will be allocated only on the completion of these steps.*

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

g. 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.

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SPECIAL ATTENTION

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

Candidates seeking admission in the General / Community quota NEED NOT send the print out of the online application to the college. However, those applying under Management / Sports / Cultural / PD quota should submit/send a copy of the application specifically mentioning the quota under which admission is sought. Belated applications will be summarily rejected. Verification of original documents will be done by the college at the time of admission.

8. POST ALLOTMENT ACTIVITIES

8.1 Reporting at the College for admission:

All students who get allotment should report for admission at the college at the prescribed time. Those who fail to report on time will be treated as <u>NOT JOINED</u> and further claim for admission by these applicants will not be entertained. If travel restrictions are imposed on account of COVID 19, the admission process will be done online. The details of the procedures of the same will be given on the college website.

The candidates should produce the following documents **<u>in original</u>** at the time of admission.

14. Allotment Memo received online.
15. Challan of the admission fee remitted in the bank.
16. Certificate to prove date of birth.
17. Transfer Certificate (TC) from the institution last attended.
18. Conduct Certificate from the Head of the institution last attended (**the conduct of the student shall be either be GOOD/ VERY GOOD or EXCELLENT)**.
19. Mark lists of all parts of the Plus Two / equivalent examination.
20. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Boards/Institutes/governments, except CBSE/CISCE
21. Migration Certificate, if applicable.
22. Medical certificate from a qualified medical practioner indicating the health status of the candidate and his/her blood group.
23. Caste certificate in the case of SC/ST candidates.
24. UDID card, in case of person with disabilities
25. Any other document as required by the Head of Institution at the time of admission.
26. Community Certificate along with income certificate from the revenue authorities concerned, to the effect that the annual income of the family from all sources taken together is less than Rs. 6 lakhs in the

    case of SEBC candidates who claim reservation under SEBC category. The income certificate should not have been issued earlier than 12 months prior to the submission of application**.**
14. Candidates shall produce the relevant certificates if they claim bonus/weightage of marks, if any.

The college authorities, after verifying the above documents, shall admit the student. The students who get admission should remit the fee applicable to the course in the institution at the time of admission.

8.2 Confirmation of Allotment

As the allotment is based on the information furnished online by the candidate, the eligibility should be confirmed at the time of admission. The principal shall verify the details furnished in the allotment memo in respect of the candidate by comparing the same with the original documents produced by the candidate. **Any discrepancy shall result in the invalidation of the allotment and admission shall be denied to such candidates.** The University shall verify the records produced by the candidates who got admission in due course and any discrepancy detected will lead to cancellation of the allotment.

9. SEATS AND FEE SCHEDULE

9.1 Candidates belonging to SC/ST communities who are allotted seats under merit or reservation category 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

9.2 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.

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