MAR IVANIOS COLLEGE

Autonomous | Committed to Excellence in Higher Education since 1949

Re-accredited with A Grade by NAAC | UGC College with Potential for Excellence

INSTRUCTIONS FOR ONLINE APPLICATION FOR PG PROGRAMMES 2016

Please read this document carefully before starting the application process. See the Prospectus for more information on P G Programmes.

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 Malanakara Syrian Catholic Church into responsible citizens of India and the world, thus actualizing the dreams of the Venerable Founding Fathers.*

INSTRUCTIONS FOR ONLINE APPLICATION FOR ADMISSION TO POST GRADUATE PROGRAMMES

Please read this section carefully before starting the online application process.

Mar Ivanios College (Autonomous) is pleased to invite applications for admission to the following Master's Degree Programmes for 2016-17 through its Online Admission Portal:

POST-GRADUATE PROGRAMMES (PGP) (AIDED STREAM)

- M.A in English
- M.A in Malayalam with Media Studies
- M.Sc in Mathematics
- M.Sc in Physics
- M.Sc in Chemistry
- M.Sc in Zoology
- M.Com in Finance
- MTTM in Tourism & Travel Management
- M.Phil in Malayalam.

There will be an Entrance Test for the following programme:

- MTTM in Tourism & Travel Management

> 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 MONDAY, 25 JULY 2016 AT 9.30 AM. A Model Question Paper for the Entrance test is available on the college website.

- Application for admission to the MPhil programme in Malayalam will open only later; it will not be along with admission to other PG programmes. Information about the opening date of application will appear on the College website.
- Admission to all Programmes is made according to the regulations of the Government of Kerala and the University of Kerala, Thiruvananthapuram.

For more details, please see the Prospectus.

POINTS TO NOTE BEFORE APPLYING

- Admission to all the above Programmes will be ONLY in the ONLINE mode through the Admission Portal on the College website; it will not be through the Common Admission Portal of Kerala University.
- All candidates, applying for admission under any quota (General, SC/ST, Sports, Differently-Abled, Management, Community, etc), have to compulsorily register online through the College website at www.mic.ac.in.
- Admissions are open to all Master's Degree Programmes. **Candidates can start the online process now and complete their application as and when they get the CONSOLIDATED MARKS of the qualifying examination.** The last date for submission of applications is Friday, 22 July 2016. To see the Admission Schedule, click HERE.

- Application fees are as following:

APPLICATION FEES		
For all PG Programmes	General	Rs.350/-
	SC/ST	R.150/-

Students in either category above who wish to apply for a Management Seat should pay an additional fee of Rs. 500/- for the same, together with the respective application fees.

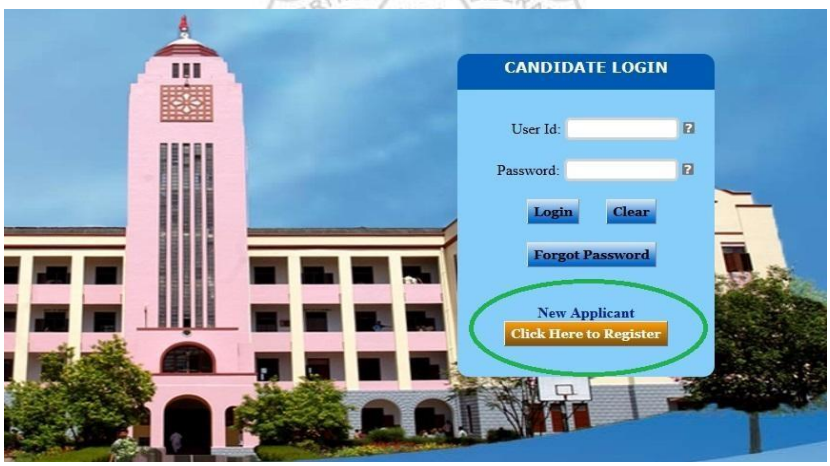
- *The admission site is optimized with the latest versions of Google Chrome, Mozilla Firefox and Microsoft Internet Explorer browsers.*
- *Ensure that JavaScript is enabled in your browser (click here to find out how to check)*
- *Do not press the BACK button during the application process.*
- *You can SAVE AND CONTINUE or SAVE AND LOGOUT from any of the pages.*

PROCEDURE FOR APPLYING ONLINE

- STEP 1: FILLING IN REGISTRATION DETAILS
- STEP 2: MAKING APPLICATION FEE PAYMENT
- STEP 3: COMPLETING THE APPLICATION FORM
- STEP 4: ATTENDING THE ADMISSION INTERVIEW, IF SELECTED

- STEP 1: FILLING IN REGISTRATION DETAILS.

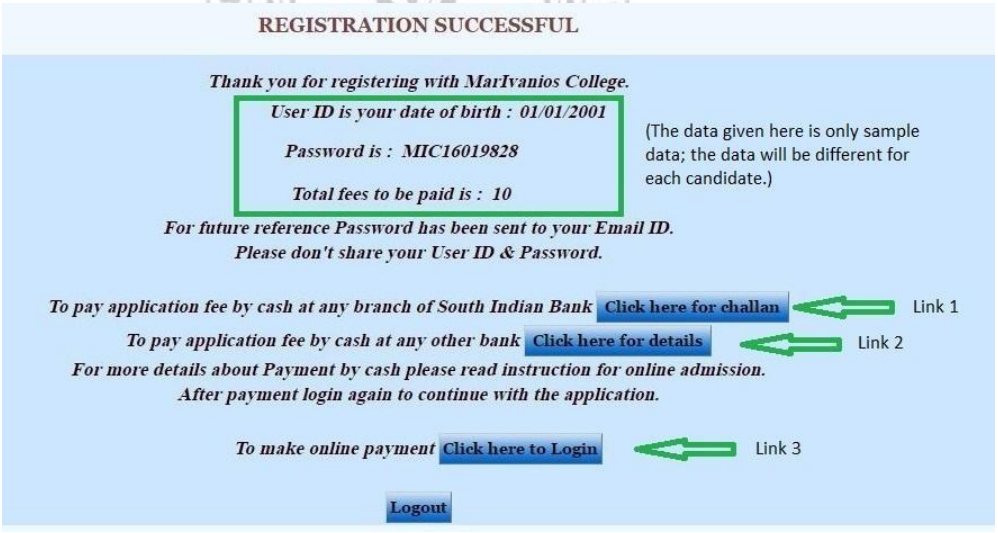
  - Click on the APPLY ONLINE button on the College website to apply. Please do this only after reading this document. You will be taken to the Login page:



  - Click on the CLICK HERE TO REGISTER button for New Applicants.
  - Supply mandatory REGISTRATION DETAILS on the next page:

- Choose from the options in the drop down menu. Click on '?' if you need help.
- Please note that all fields are mandatory on this page.
- **If you are applying for a Management Seat, you have to mark your choice on this page. There is no separate application form for Managament Quota seats**.
- Please ensure that your NAME and DATE OF BIRTH are entered correctly.
- Click on REGISTER to complete STEP 1. **You cannot edit information on this page after your click on REGISTER.**

- STEP 2: MAKING APPLICATION FEE PAYMENT.
  - Once you click the REGISTER button you will be taken to a page like the following:



  - If your registration is successful you will be given a unique User ID and Password. **Note these down carefully. You will have to use this User ID and Password for all admission related activities in the Admission Portal**.
  - The total admission fees you have to pay (based on your Category and whether you opted for Management quota) will also be mentioned here.
  - After your registration is successful you can LOGOUT or proceed to payment of application fees (STEP 2).
  - There are THREE modes of payment for the application fee:
    1. Payment by cash at any branch of the South Indian Bank (including the Nalanchira Branch just inside the College Main Gate on M.C Road). For a list

of South Indian Bank branches, please click HERE. This is the preferred mode of payment. To make this payment by cash at SIB branches:

- Download the challan from the appropriate link (Link 1 in the image above) and take a print-out. (To see sample challan, click HERE);
- Make cash payment at any branch of South Indian Bank with this challan.
- Keep your copy of the challan with you and bring the College copy to College at the time of admission.

2. Payment by cash in your bank or any branch of any other bank. To do this:
   - Click on the appropriate link (Link 2 above) to get a document with necessary information and take a print-out (to see sample Information Sheet, click HERE);
   - Visit your bank or any bank of your choice, fill in the given information in the FORM FOR NEFT PAYMENT in that bank, and make cash payment.
   - Note: Additional charges will apply in non-SIB banks.
   - Bring a copy of the challan to college at the time of admission.
3. Online payment with any debit card, credit card or internet banking through a payment gateway. To do this:
   - Click on the appropriate link (Link 3 above). You will be taken to the Login Page. After you LOG IN you will reach a page from where you can go to the payment gateway (please see below for more details).
   - Pay the correct amount of fees (as shown in the previous screenshot).
   - The following additional transactional charges will apply for the payment gateway:

Credit Cards of MasterCard and Visa	1.2% + service tax
Debit Cards of MasterCard and Visa	For transaction value less than INR 2000; 0.75% + service tax For transaction value more than INR 2000; 1% + service tax
Net-Banking	1.7 % + service tax

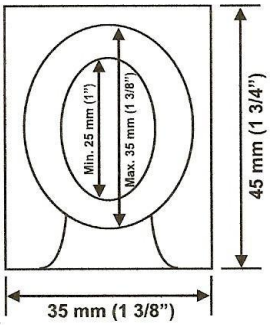
- ***No other modes of payment are accepted. Payment once made will not be refunded.***
- ***There is a payment verification period of up to 48 hours after the application fees are paid. On paying the fees, you will see a screen like the following:***

- ***Please wait for the application to re-open after verification; you will see a screen saying the payment has been verified, after which you can proceed with the application.***

- STEP 3: COMPLETING THE APPLICATION FORM
  - You must have the following documents with you to complete the online application process:
    - The Consolidated Marks Sheet/ Grade Card of your qualifying examination (you can however, start the application process and complete it as and when you get your Marks Sheet). **Enter your marks only after you get the consolidated grade/ marks card of all six semesters**.
    - A scanned copy of your recent passport size photo in less than 100 kB in jpeg format (.jpg only).

      Your passport photo should have the following features:

      - Size: Less than 100 kb (mandatory);
      - Dimension: 35 x 45 mm or 130 x 170 pixels, with the face taking up around 75% of the picture;
      - Background colour: White or very light colour
      - See reference figure below:



    - A scanned copy of your signature in less than 25kB with dimensions or 150 x 60 pixels in jpeg format (.jpg only).
  - When you are ready with these documents, log into the Admission Portal with your Username and Password.
  - THINGS TO NOTE WHILE COMPLETING THE ONLINE APPLICATION:
    - Fill in the form carefully; you will need around 15 minutes to complete the form.
    - Fields marked with a red asterisk (*) are mandatory.
    - Accept all Terms and Conditions.
    - Do NOT press the BACK button on the browser; you will have to start again if you do. Click on SAVE at the end of page before you LOGOUT, or PROCEED. You can make final corrections from the EDIT button on the last page.
    - Make sure to fill in your marks carefully.
    - **Mobile numbers of the candidate and parents should be correctly entered**.
    - Upload your photo and signature in the appropriate location**.**
    - VERIFY the information given before you SUBMIT. No changes are possible after you click the final SUBMIT button.
    - A message will appear if your submission is successful. If unsuccessful, fill in missing details and complete the submission process.
    - Print out and bring the signed copy to the admission interview, if selected.

- *Please take special care while entering the marks/ grades of the qualifying exam.*
- *If you have done a three main syllabus for your Bachelor's Degree Programme, or if you are eligible to apply for more than one Master's Degree Programme at Mar Ivanios College, you can apply for more than one Master's Degree Programme with different application forms; i.e., you will have to pay separate application fees and repeat the online application process for every additional PG Programme you may apply for.*
- ***Do not provide any incorrect information. Applications found defective in any way, or filled in with wrong or misleading information will be rejected.***
-

- STEP 3 IN DETAIL (To skip this and go to STEP 4, please click HERE.)
  - STEP 3a:
    - When you log in after your registration you will be taken to the following page:

    - This is a landing page; to proceed with the application, click on CLICK HERE TO CONTINUE APPLICATION.
    - **If you have not yet downloaded the challan or the information needed for NEFT payment, you can download these documents from the PRINTS AND DOWNLOADS link on this page.**
    - The HELPDESK link will give you telephone numbers to contact in case you need help.
  - STEP 3b:
    - When you click CLICK HERE TO CONTINUE APPLICATION, you will be taken to a TERMS AND CONDITIONS page; accept all terms and conditions to continue:

  - STEP 3c:

- After accepting the TERMS AND CONDITIONS you will be asked to submit the cash payment details, or to make online payment through the payment gateway if you have not paid the application fee by cash at any bank.

- If you have paid by cash, click the correct option from the first two options; you will be taken to a page to enter details of cash payment;
- To make online payment, click on the third option.
- Once cash payment details are submitted you will come to a landing page from where you will proceed to the first main page of the application form, which is the PROGRAMME PREFERENCES PAGE.

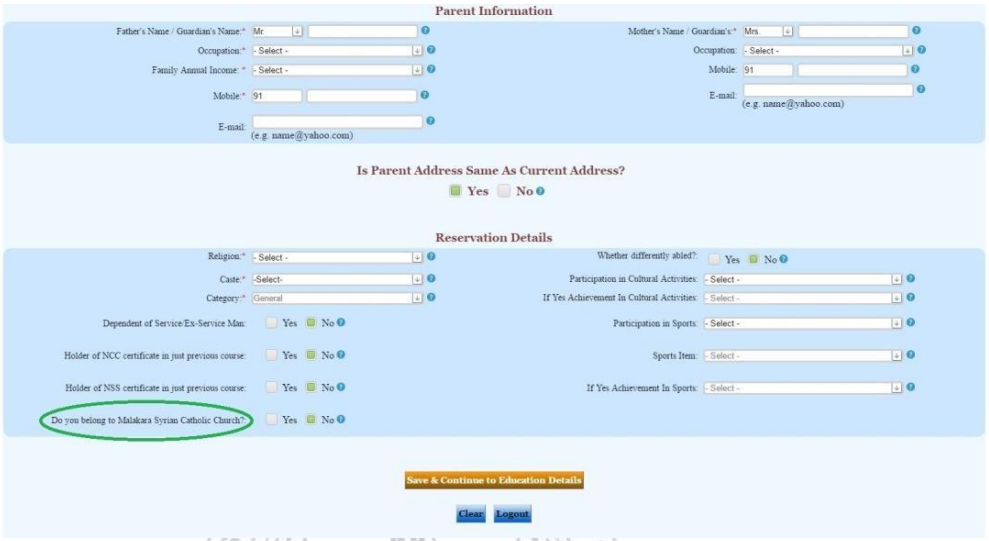
o STEP 3d:

- This is the page where you select the Post Graduate programme of study at Mar Ivanios College. You can select only one Master's degree programme here (to apply for a second programme, you will have to apply again and repeat this process).
- Choose from the drop-down menu to pick your preferred programme of study.
- Click on SAVE AND CONTINUE TO PERSONAL DETIALS to go to the next step.

o STEP 3e:

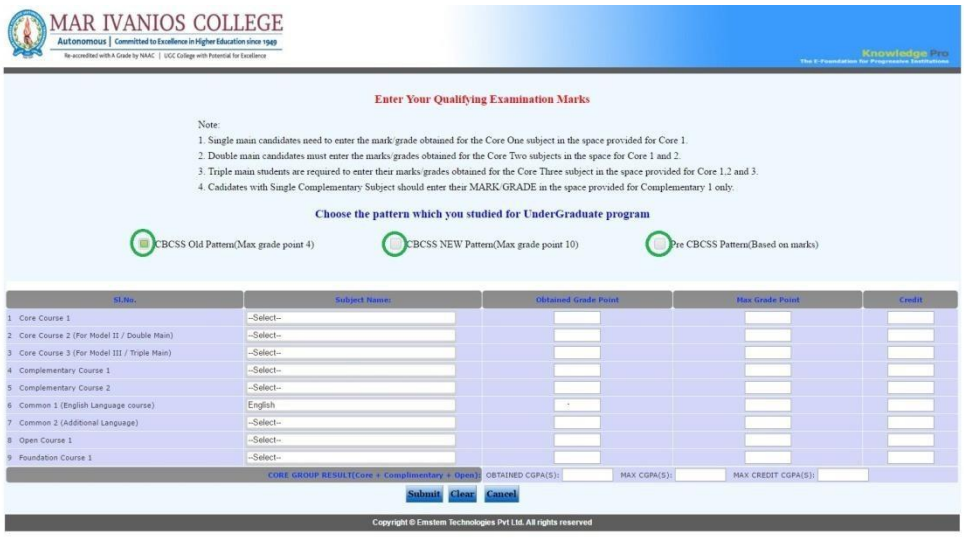
- Fill in all PERSONAL DETAILS, PARENT INFORMATION and RESERVATION DETAILS on this page.
- Take special care to fill in the mobile numbers and email IDs of the candidate and parents/ guardians correctly.

- Candidates seeking weightage for NCC/ NSS or candidates who are seeking admission through special quotas (like member of the Malankara Syrian Catholic Church) should mark their reservation details clearly on this page.
- **Community candidates (i.e., those belonging to the Malankara Syrian Catholic Church) who intend to apply for the COMMUNITY MERIT SEAT should compulsorily enter their community status on this page. They will not be considered for this quota otherwise**.



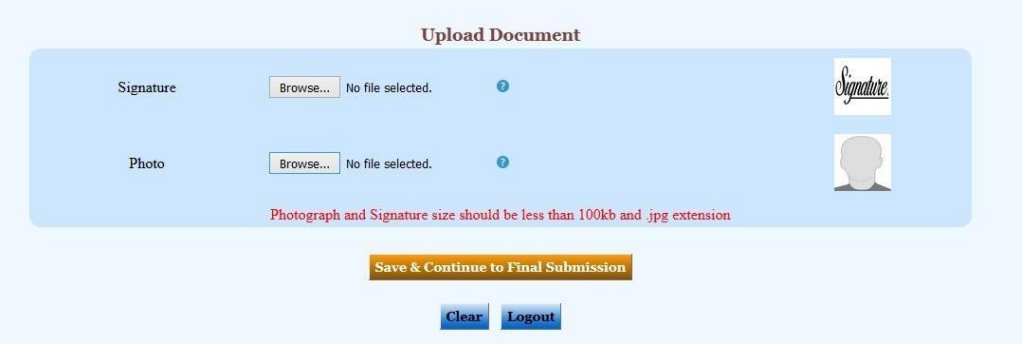
- Click on SAVE AND CONTINUE TO EDUCATIONAL DETAILS to go to the next step.

- STEP 3f:
  - After filling in your Academic Profile, with details of the name of the University and the Institute you qualified from, the month and year of passing and the registration number of your qualifying examination, you will be taken to a page like the following to fill in the marks of your qualifying examination:



- There are three possible schemes for the qualifying examination, as shown by the circles in the figure above. **Please ensure that you select the correct scheme of your qualifying examination, because the screens for enterning the grades/ marks are different for the different schemes.**
- **Enter the marks of your qualifying examination after selecting the correct scheme.**
- If you click on a wrong scheme, click on CANCEL to go to the previous screen and make the correct selection.
- Click on SAVE AND CONTINUE FOR PHOTO AND SIGNATURE to go to STEP 3g.

- STEP 3g:
  - Upload your photo and signature from your computer by clicking on the BROWSE button on this page:



  - Please ensure that you upload the Signature and Photo correctly (without interchanging the two).
  - You will reach the final step by clicking on SAVE AND CONTINUE TO FINAL SUBMISSION

- STEP 3h:
  - This is the final page in your application.
  - You can PREVIEW all the information submitted by clicking on the PREVIEW button. It is very advisable to do this.
  - If you have made any errors, you can edit and correct the information by clicking BACK and then clicking the EDIT button.

- Please note that you can make any correction on any page only when you reach this page.
- When you are sure that your application is complete and correctly filled in, click on SUBMIT WITH NO MORE EDIT. You will get a confirmation message if your application is successful. If unsuccessful you will be asked to fill in missing information.
- No more changes can be made after you have successfully submitted your application. You can submit your application any time before Friday 22 July 2016.
- **Applications cannot be submitted, and will not be accepted, after 22 July 2016.**
- When the registration for application is closed, you can go to STEP 4 find out if you are eligible to attend the admission interview.

- STEP 4: ATTENDING THE ADMISSION INTERVIEW, IF SELECTED

  - Once your application is successfully completed, you will be able to download your filled-in Application Form from the PRINT AND DOWNLOADS or APPLICATION FORM tabs after login.
  - Please take a print out of your Application Form; it is best to do this just before you come for the interview.
  - You must compulsorily bring this print-out for the Admission Interview if you have qualified for admission.
  - Log in and click on ADMISSION STATUS to know whether you have qualified for admission.
  - THE ALLOTMENT PROCESS (please see DATES AND TIME TO REMEMBER below)
    1. A Trial Rank List will be published on the College website after Registration for Application is closed, where candidates can see their position in the programmes of their choice. It is intended to give the candidate an idea about his/her chance of getting admission. Any errors in the marks or any other information can also be informed to the Helpdesk. **You cannot claim admission on the basis of your rank in the Trial Rank List.**
    2. The Final Rank list will be published on the College website the day after the Trial Rank List is published.
    3. When the Allotment List is finalized a day later, candidates can log into the Admission Portal and know if s/he has qualified for admission. (A second allotment, if necessary, will happen at a later date which will be notified.)
  - If qualified, you will be able to print out an ADMISSION MEMO or a CHANCE MEMO.
  - If you get an ADMISSION MEMO, your admission would be confirmed on attending the interview.
  - Getting a CHANCE MEMO does not guarantee you admission. Your CHANCE for admission will be CONFIRMED at the interview only if there are no candidates with a higher rank and index mark in the Rank List than you for the interview.
  - **Present yourself for the interview at the time and date specified in the MEMO along with your parent/ guardian**. **Failure to do so will disqualify you from getting admission to the College**.
  - The rank list will be put up on the College notice board and on the College website.

- The following documents have to be submitted 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. A print out of the Anti-ragging declaration to be signed by the candidate and the parent/ guardian;
  3. The College copy of the Application fee challan or NEFT payment challan (if payment is made by cash);
  4. A print out of the Admission Memo/ Chance Memo;
  5. A copy of the consolidated marks/ grade sheet of the qualifying examination;
  6. The original marks/ grade sheets of the qualifying examination;
  7. The transfer certificate in the original;
  8. The Course and Conduct certificate in the original;
  9. Eligibility Certificate in the original from University of Kerala in the case of candidates having qualified from a University other than Kerala University
  10. Migration Certificate in the original if the candidate is from a University other than Kerala University;
  11. Character and catechism certificates from the parish priest for Malankara Syrian Catholic candidates;
  12. Community certificate with minimum 1 year validity for SC/ ST/ OEC candidates, and Community and Income certificates for OBC candidates; and
  13. Two copies of a recent passport size photograph (same as the one in the application).
- ADMISSION WILL BE CONFIRMED ONLY IF THE REQUIRED FEES IS PAID AFTER THE INTERVIEW.
- **SPECIAL INSTRUCTIONS:**
  1. **Candidates who do not apply online through the Admission Portal cannot get admission to the College to any Programme under any quota.**
  2. **No new applications will be entertained after the closing date for registration of application, 22 July 2016.**
  3. **Any kind of false or misleading information provided in the Application will lead to cancellation of admission.**
  4. **Candidates who do not bring a print-out of the Application Form for the Admission Interview will be disqualified for admission.**
  5. **Failure to appear for the Admission Interview on the designated day and time will disqualify the candidate from admission. They will lose their admission and will not be considered for any allotment to any programme.**
  6. **The College will not entertain any request for change in interview dates.**
  7. **Admission will be confirmed after the interview only if:**
     - **The candidate pays the University and College fees immediately after the interview on the same day or within the stipulated time;**
     - **The information provided is found to be genuine on the basis of original certificates submitted;**
     - **All information provided is proved to be correct.**
  8. **Candidates who do not remit the fee on or before the date specified will lose their current allotment as well as the eligibility for further allotments.**
  9. **While entering marks in the online Application Form, rounding off marks/ percentage to the nearest whole number is NOT permitted.**
  10. **Any other item not covered in the Prospectus will be decided by the Principal/ College and that decision shall be final.**

11. **Any disputes pertaining to Allotment/ Admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.**
12. **Preventive measure against ragging: If an applicant for admission is found to have indulged in ragging in the past, admission shall be refused to him/ her; or if it is noticed later that he/she had or has indulged in ragging, he/she shall be expelled from the educational institution.**

DATES AND TIME TO REMEMBER (Tentative):

Opening of Admission Portal for PG	Fri 8 July 2016	11.00 am
Closing of submission of Applications	**Fri 29 July 2016**	**5.00 pm.**
Entrance Test, Group Discussion and Interveiw for MTTM Programme	Mon 01 August 2016	9.30 am
Publication of Trial Rank List (on College website)	Wed 03 August 2016	5.00 pm
Publication of Final Rank List (on College website)	Thu 04 August 2016	5.00 pm
Publication of Allotment List (through ADMISSION STATUS after login on Admission Portal)	Fri 05 August 2016	10.00 am
Admission Interviews	Sat 06 August 2016	10.00 am
PG I Semester Classes Start	Mon 08 August 2016	9.00 am
Admission Closes	Fri 09 September 2016	5.00 pm

MAR IVANIOS COLLEGE OFFICE PRINCIPAL

21 JULY 2016

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

Dr. Georgee K.I (Coordinator, Admissions Committee):	9447241425;
Mr. Alexander Jacob (Director, Computer Centre):	9447025333;
Mr. Dijo Jacob (I.T Administrator):	9496370415;
Dr. George Mathew (Coordinator, IQAC):	9447056445.

This INSTRUCTIONS FOR ONLINE APPLICATION has been jointly published by the Admissions Committee, the Computer Centre and the IQAC.

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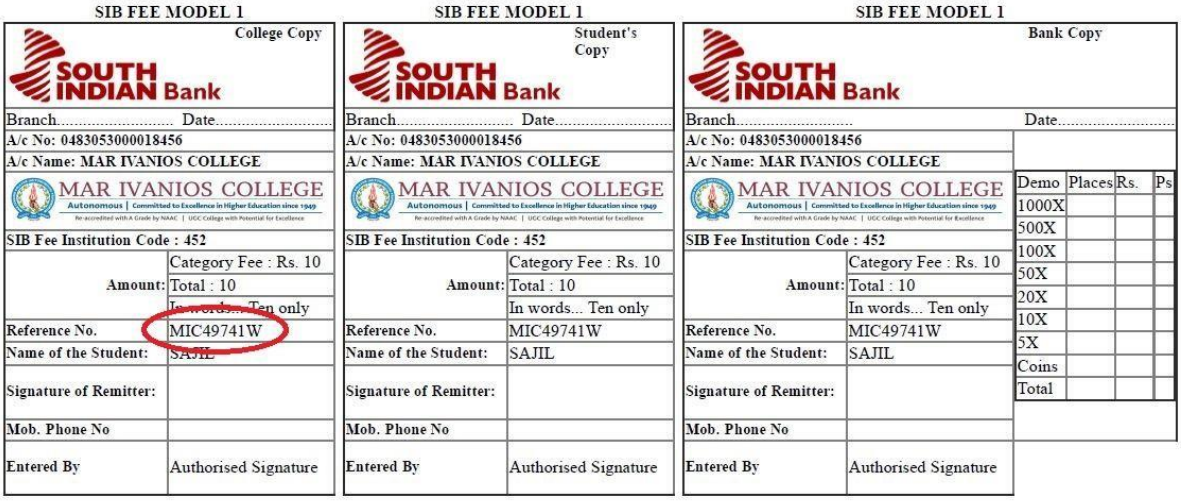
ANNEXURE 1: SAMPLE SOUTH INDIAN BANK CHALLAN



SIB FEE MODEL 1 — College Copy

SOUTH INDIAN Bank

Branch..... Date.....

A/c No: 0483053000018456

A/c Name: MAR IVANIOS COLLEGE

MAR IVANIOS COLLEGE
Autonomous | Committed to Excellence in Higher Education since 1949

SIB Fee Institution Code : 452

Amount:	Category Fee : Rs. 10
	Total : 10
	In words... Ten only
Reference No.	MIC49741W
Name of the Student:	SAJIL
Signature of Remitter:	
Mob. Phone No	
Entered By	Authorised Signature

SIB FEE MODEL 1 — Student's Copy

SOUTH INDIAN Bank

Branch..... Date.....

A/c No: 0483053000018456

A/c Name: MAR IVANIOS COLLEGE

MAR IVANIOS COLLEGE
Autonomous | Committed to Excellence in Higher Education since 1949

SIB Fee Institution Code : 452

Amount:	Category Fee : Rs. 10
	Total : 10
	In words... Ten only
Reference No.	MIC49741W
Name of the Student:	SAJIL
Signature of Remitter:	
Mob. Phone No	
Entered By	Authorised Signature

SIB FEE MODEL 1 — Bank Copy

SOUTH INDIAN Bank

Branch..... Date.....

A/c No: 0483053000018456

A/c Name: MAR IVANIOS COLLEGE

MAR IVANIOS COLLEGE
Autonomous | Committed to Excellence in Higher Education since 1949

SIB Fee Institution Code : 452

Amount:	Category Fee : Rs. 10
	Total : 10
	In words... Ten only
Reference No.	MIC49741W
Name of the Student:	SAJIL
Signature of Remitter:	
Mob. Phone No	
Entered By	Authorised Signature

Demo	Places	Rs.	Ps
1000X			
500X			
100X			
50X			
20X			
10X			
5X			
Coins			
Total			

The candidate has to download his/ her challan from the link for downloading the challan in the Admission Portal. Do not print or use this sample challan.

Please note your reference number; it can be seen in the space marked above in the challan form which you download.

ANNEXURE 2: SAMPLE INFORMATION SHEET FOR NEFT PAYMENT

MAR IVANIOS COLLEGE

Autonomous | Committed to Excellence in Higher Education since 1949

Re-accredited with A Grade by NAAC | UGC College with Potential for Excellence

Dear SAJIL Please Make Your NEFT Transaction at any Bank(except SIB) by Using Following Details.

College Name	: MarIvanios College
Destination Bank	: South Indian Bank
Bank Branch	: Nalanchira
IFSC Code	: SIBL0000483
Account Number	: A176A11MIC48732J
Amount	: 350

This is only a sample Information Sheet for NEFT payment by cash in non-SIB banks.

Fill in the NEFT challan at the bank of your choice with all the information you find in the Information Sheet you download.

Do not use information in this sample sheet; the real Account Number and Amount may be different.

Note:

1.Please Pay Your Online Registration Fee via NEFT Transaction to above Account Number and IFSC code.

2.For Continuing the Online Registration Process after Payment, Please use last 9 alphanumeric Charaters(MIC48732J) as Your Challan Number.

Thank You. Date:

VERITAS VOS LIBERABIT Estd.1949