



# 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

## PROSPECTUS 2016

This Prospectus for Admissions 2016 contains four sections: A General Introduction with details of Programmes offered; Admission Regulations; Instructions for Online Application; and a Special Notice on Ragging as a Crime. Please read this document carefully before starting the application process.

Convener,  
Admissions  
Committee

### VISION:

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

### MISSION:

- ♦ To produce intellectually trained, morally upright, socially committed, spiritually inspired and ecologically conscious young men and women, irrespective of caste, creed, gender or nationality;
- ♦ To create a vibrant academic community known for its innovation, intellectual rigour and social commitment through internationally validated teaching-learning, research, co-curricular and outreach processes in the faculties of Arts, Science and Commerce.
- ♦ To ensure the academic, social, and spiritual development of students who belong to the Malankara Syrian Catholic Church into responsible citizens of India and the world, thus actualizing the dreams of the Venerable Founding Fathers.

## PROSPECTUS FOR 2016-17 ADMISSIONS

This Prospectus contains general information and rules relating to admission to the First Degree Programme [FDP] Under Choice Based Credit and Semester (CBCS) system and Career-related First Degree Programme in Mar Ivanios College, as well as to Post-Graduate Programmes [PGP] for the academic year 2016-2017.

It consists of four sections: i) General information about the programmes offered by the College and the basic rules of the College; ii) [Admission Regulations](#) relating to the admission to the First Degree Programme under CBCS system and Career-related First Degree Programme; iii) [Instructions for Online Application](#) for admission; and iv) A [Special Notice on Ragging](#) as a Criminal Offence

### 1. GENERAL INFORMATION

#### 1.1 PROGRAMMES OFFERED FOR STUDY

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

##### 1.1.1 FIRST DEGREE PROGRAMMES (AIDED PROGRAMMES)

Duration of the Programme: 3 Years/ 6 Semesters

No	DEGREE	PROGRAMME	COMPLEMENTARY COURSE
1	B.A	English Language and Literature	1. History of English Language & Literature 2. History of the Modern World
2	B.A	Economics	1. Political Science 2. History of Modern India/ Mathematics
3	B.A	Journalism, Mass Communication & Video Production	1. Creative Writing: Malayalam 2. Creative Writing : English
4	B.Sc	Mathematics	1. Physics 2. Statistics
5	B.Sc	Physics	1. Mathematics 2. Chemistry
6	B.Sc	Chemistry	1. Mathematics 2. Physics
7	B.Sc	Botany	1. Chemistry 2. Zoology
8	B.Sc	Zoology	1. Chemistry 2. Botany
9	B.Sc	Botany & Biotechnology	1. Biochemistry
10	B.Com	Commerce	1. Finance/ Taxation Laws & Practice/ Computer Applications/ Co-operation (Electives)

### 1.1.2. FIRST DEGREE PROGRAMMES (UNAIDED PROGRAMMES)

Duration of the Programme: 3 Years/ 6 Semesters

NO	DEGREE	PROGRAMME	COMPLEMENTARY COURSE
1	B.A	English Language and Literature	1. History of English Language & Literature
			2. History of the Modern World
2	B.Com	Commerce	1. Finance/ Taxation Laws & Practice/ Computer Applications (Electives)

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

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

Although the minimum of 120 Credits is mandatory for the successful completion of the CBCS UG Programme within a minimum period of 6 Semesters and for the award of the Degree, the students are eligible to acquire an additional maximum of 8 credits as indicated below:

SEMESTER	COURSE	CREDITS
Semester I & II	Talent/ Leadership Development Club Activities	2
Semester III & IV	Value Education Course	2
Semester III & IV	Community Services/ Extension Activities/ Outreach Programme	2
Semester V & VI	Soft Skill Development and Finishing School	2

### 1.1.3. VOCATIONAL FIRST DEGREE PROGRAMMES (UGC AIDED)

Duration of the Programme: 3 Years/ 6 Semesters

NO	DEGREE	PROGRAMME
1	B.Voc	Software Development
2	B.Voc	Tourism and Hospitality Management

UGC B.Voc Programmes have a minimum of 108 Skill Component Credits and 72 General Education Credits. B.Voc students can also work for an additional maximum of 8 credits available to all FDP students.

#### 1.1.4. POST-GRADUATE PROGRAMMES (AIDED PROGRAMMES)

Duration of the Programme: 2 Years/ 4 Semesters

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

#### 1.1.5. OTHER SPECIAL ADD-ON COURSES

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

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

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

##### 1.1.5.2 Coaching for Civil Service Examinations

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

##### 1.1.5.3 BEC Courses of Cambridge University

Mar Ivanios College Business English Certificate (BEC) Training-Examination Centre is an accredited training centre of Cambridge University ESOL for the conduct of the Cambridge Business English Certificate (BEC) exams. The BEC suite of examinations focuses on the use of English in real world business situations. Many employers in India and abroad officially recognize BEC; it has been made a requirement for recruitment by some. The BEC examinations are conducted at the College and the certificates are issued by Cambridge University ESOL. For details: Programme Co-ordinator 9447429279.

##### 1.1.5.4 New Initiatives of the Dept of Higher Education, Govt of Kerala

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

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

##### 1.1.5.5 Add-On Courses Offered by the Faculty

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

- i. Life Skills Courses
  - a. Certificate Course in Potential Enhancement Training (PET)
  - b. Certificate Course in Fundamentals of Computer Applications
  - c. Certificate Course in Yoga
  - d. Certificate Course in Freshwater Aquarium Maintenance and Management.
- ii. Professional Skills Courses
  - a. P.G Diploma Course in Teaching in Higher Education (PGCTHE)
  - b. P.G Diploma Course in Digital Library Management
- iii. Language Skills Courses
  - a. Diploma Course in Multimodal Communicative English
  - b. Diploma Course in Communicative French
  - c. Certificate Course in Communicative Hindi
  - d. Certificate Course in Communicative Tamil

#### 1.1.5.6 IGNOU Courses

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

### 1.2 FEES AND FEE CONCESSIONS

SCHEDULE OF FEES 2016-17 (Aided Programmes)*							
To be paid at the time of admission							
PROGRAMME		Admission Fee (One-time payment)	Caution Deposit (One-time payment)	Laboratory Fee (Every Year)	Special Fee (One-time payment)	Tuition Fee (Every Year)	University Fee (First Year)
B.A	Economics	Rs.75	Rs.360	NA	Rs.420	Rs.1000	Rs.1055
	English Language & Literature	Rs.75	Rs.360	NA	Rs.420	Rs.1000	Rs.1055
	Journalism, Mass Comm and Video Production	Rs.75	Rs.360	NA	Rs.420	Rs.1000	Rs.1055
B.Sc	Mathematics	Rs.75	Rs.360	Rs.150	Rs.420	Rs.1000	Rs.1055
	Physics	Rs.75	Rs.360	Rs. 400	Rs.420	Rs.1000	Rs.1055
	Chemistry	Rs.75	Rs.360	Rs. 400	Rs.420	Rs.1000	Rs.1055
	Botany	Rs.75	Rs.360	Rs.550	Rs.420	Rs.1000	Rs.1055
	Biotechnology	Rs.75	Rs.360	Rs.550	Rs.420	Rs.3000	Rs.1055
	Zoology	Rs.75	Rs.360	Rs.550	Rs.420	Rs.1000	Rs.1055
B.Com	Commerce	Rs.75	Rs.360	NA	Rs.420	Rs.1000	Rs.1055
B.Voc	Software Development	Rs.75	Rs.360	NA	Rs.420	Rs.1000	Rs.1055
	Tourism & Hospitality Management	Rs.75	Rs.360	NA	Rs.420	Rs.1000	Rs.1055
M.A	English Language & Literature	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555



	Malayalam and Media Studies	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555
M.Sc	Mathematics	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555
	Physics	Rs.150	Rs. 600	Rs.1200	Rs.420	Rs.1800	Rs.555
	Chemistry	Rs.150	Rs. 600	Rs.1200	Rs.420	Rs.1800	Rs.555
	Zoology	Rs.150	Rs. 600	Rs.1200	Rs.420	Rs.1800	Rs.555
M.Com	Commerce	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555
MTTM	Tourism	Rs.150	Rs. 600	NA	Rs.420	Rs.1800	Rs.555
SCHEDULE OF FEES 2016-17 (Unaided Programmes)							
PROGRAMME		TUITION FEES (Every Semester)				OTHER FEES	
B.A English		Rs. 9000/-				Tba**	
B.Com Commerce		Rs. 9000/-				Tba	
* Subject to change according to University/ College norms; to be paid in lump sum at the beginning of the year or in installments at the beginning of each semester							
** To be announced							

### 1.2.1 FEE CONCESSION

- Students eligible for full fee concession should submit applications to the Principal in the prescribed form within 15 days of their admission. The forms are available from the college office.
- Applicants belonging to SC/ST/OEC/OBC or any other eligible categories should produce caste and income certificates from the Tahsildars concerned. Such certificates should be produced at the beginning of every subsequent academic year, if the concession is to be renewed.
- Concession will also be available to other students as per provisions of the Kumara Pillai Commission Report (income limited to Rs. One Lakh)

### 1.3 HOSTELS

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

Contact Numbers: 0471-2530160 (Alphonsa Hostel for Women)  
0471- 2530098 (M.T.T. Hostel for Women)  
9496002522 (Fr Shoji Varghese, St. Thomas Hostel for Men)

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

### 1.4 COLLEGE BUS

Students who wish to travel by college bus will have to register their names with the Management Clerk at the time of their admission. Advance should be paid which will be adjusted against the bus fare during the academic year. Details regarding route and payment can be had from the Management Clerk.

### 1.5 GENERAL RULES OF THE COLLEGE

- All the students are compulsorily required to have their identity card with them while they are on the campus and should wear the same around their neck. Identity cards will be issued by the College at the time of admission. Wearing of identity tag

in college is mandatory as per Government Order G.O.No.26483/G1/15/H.Edn dated 12.10.2015.

- ii. Students should keep all the receipts obtained from the college safely and should produce them for verification if required.
- iii. Students leaving the college after enrolment will have to pay the fee for the whole semester.
- iv. Caution deposit of a student will be refunded only on surrendering the original receipt of the remittance.
- v. Students admitted to the college should strictly abide by the rules and regulations of the college
- vi. The College works under the full day system from 9.00 a.m to 4.00 pm. Besides lecture classes there will be Seminars, Tutorials, Club/ Extension activities, Group Discussions, Counselling and Life Orientation Programmes.
- vii. At the beginning of the morning session before the commencement of classes, there will be a bell, the first bell, when students should go to their respective classes and occupy their seats. Every day the classes shall begin with a two minute silent prayer. When the bell for the prayer, the second bell, is heard, all students shall stand up; those still moving about outside class shall stand still in their place in prayerful attitude.
- viii. 75% aggregate attendance for all the courses in a semester taken together is mandatory for a student to be eligible to register for the respective End Semester Examination. Those who fail to secure the required attendance will not be allowed to register for the End Semester Examination and shall have to discontinue. Parents should make sure that their children attend classes regularly.
- ix. Students who intend to avail any kind of leave, other than emergency leave, shall inform and get prior permission of the Faculty Advisor for the same; they shall apply for leave in the prescribed Leave Application Form.
- x. If a student is found to have indulged in ragging, strict action will be taken against that student. (vide Hon'ble Supreme Court Order No.SAP(c)No. 24295/2004).
- xi. Smoking/ chewing, use of tobacco, pan parag, drugs, alcohol, and all such products that are either banned, illicit or injurious to health, are strictly prohibited inside the college campus. Nobody shall enter the college campus after ingesting alcohol/drugs or under intoxication.
- xii. The Malankara Syrian Catholic Colleges Corporate Management bans politics in colleges under the Management, based on the verdict of Division Bench of Hon. High Court of Kerala. The Management prohibits political activities in college campuses and forbids students from organising or attending meetings other than official ones within the colleges. (Vide-Circular No. Msc-25/2003/Genl. dtd 23.06.2003, Secretary, MSC Colleges)
- xiii. All political and organisational activities are strictly prohibited in the campus. Students' organisations are not recognised by the college authorities. Their requests or demands shall not be entertained. However, those organisations that are complementary to the academic pursuit can be permitted by the Principal.
- xiv. Use of cell phone/ mobile phone is prohibited inside College Campus; they shall be

switched off before entering the campus. Cell phones with camera are banned inside college campus by the State Government (vide Government of Kerala Rt. No. 1102/05/H.Edn). In the event of any violation of the above, action will be taken including confiscation of the device and imposition of fine.

- xv. Nobody shall disrupt the academic atmosphere of the college under any circumstances. Any such activities that may hamper the academic ambience of the institution will be seriously dealt with. Such misconduct would entail major punishment including expulsion from college. If necessary, criminal prosecution also will be invoked.
- xvi. Destruction of college properties would entail civil as well as criminal proceedings against delinquents.
- xvii. Nobody shall instigate or engage in activities such as strike, demonstration, agitation, slogan shouting etc. within the college campus.
- xviii. College Union election will be conducted under indirect mode /parliamentary system. No external or political interference shall be permitted. (WP ( C ) No.24335 of 2014(N) at the Hon. High Court of Kerala)
- xix. All legal and reasonable grievances of the students will be addressed by the college authorities. In the event of any such grievance, the aggrieved can approach the respective Faculty Advisor or the Students' Grievances Reddressal Committees existing in the College. The decision of the Principal shall be final.
- xx. Parents/Guardians are earnestly directed to make sure that their children abide by all the rules and regulations of the college. Parents should give their correct contact details at the time of admission. Apart from compulsorily coming to the college on request from the respective authorities on matters of necessity, parents should also make it a practice to meet teachers and authorities often to assess the progress of their wards. There shall be Parents' Meeting/ Open Houses at least once a semester as a matter of practice.
- xxi. Students have to strictly abide by the dress code of the college. Decency and decorum in attire is expected of all students.
- xxii. Students are strictly warned against loitering outside classrooms or just outside the campus during class hours. They shall either remain in class or spend their time in the library/ computer centre.
- xxiii. Students are earnestly discouraged from bringing their four wheelers to the campus. Those students who come on two wheelers should necessarily wear helmet in and outside the campus. Such students should obtain a Vehicle Pass from the College Office which will be issued only after submitting a proper application which carries the Parent's consent and an affidavit that they will obey all motor vehicle rules and regulations and road safety measures including wearing of the helmet. Copy of the valid driving license should be attached with the application for Vehicle Pass. Not more than two persons shall travel in two-wheelers. Two wheelers should be parked in the parking area assigned by the management. Students shall in no case take their vehicles inside the college gates.
- xxiv. The college offers personal mentoring for students. One teacher mentor is assigned to every 20 students. The mentor is a guide, friend, and philosopher for the students on the campus. Apart from teacher mentors, there are two full time professional Counselling Psychologists in the college. Students are directed to seek the



assistance of mentors and counselors if and when needed. Parents are also requested to contact the counselling psychologists for any needs of their children.

- xxv. Candidates (and their parents/ guardians) are expected to be aware of, and follow, all the rules and regulations of the College (which are not mentioned here).



## 2. ADMISSION REGULATIONS

[\(Back to the Top\)](#)

### 2.1 ADMISSION PROCESS

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

### 2.2 ELIGIBILITY FOR ADMISSION

#### 2.2.1 BASIC ELIGIBILITY

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

No student shall be eligible for admission to a First-Degree Programme in any of the discipline unless he/she has successfully completed the examination conducted by a Board/University at the +2 level of schooling or its equivalent. That is, a candidate must have "a pass in Higher Secondary Examination/Vocational Higher Secondary Examination of the Government of Kerala or an Examination accepted by the Academic Council (of Kerala University) as equivalent thereto"

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

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

Admission to three First Degree Programmes, viz., B.A in Journalism, Mass Communication and Video Production, B.Voc in Software Development and B.Voc in Tourism and Hospitality Management, and one PG Programme, viz., Master's in Tourism and Travel Management, will be on the basis of marks in the qualifying examination and an Entrance/Aptitude Test on 50:50 basis.

### 2.2.2 NATIVITY

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

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

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

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

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

OR

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

OR

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

OR

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

OR

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

OR

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

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

### 2.3 ADMISSION GUIDELINES

- i. Candidates seeking admission through Management quota to any Programme should also apply in the online mode and should specifically indicate their preference.
- ii. Malankara Syrian Catholic students, who wish to be considered for Community Merit Quota should apply online and bring a letter from the Parish Priest along with

the application form to the interview, if they are called for it.

- iii. While making enquiries, please quote your application number, name of applicant and programme applied for.
- iv. Students applying for B.A Journalism, Mass Communication and Video Production, B.Voc in Software Development, B.Voc in Tourism and Hospitality Management, and MTTM should appear for an Aptitude/Entrance Test, the date of which shall be intimated to the applicants by email or SMS. Due weightage will be given to marks obtained in the Aptitude Test along with Degree/+2 marks.
- v. Candidates provisionally selected for admission for all programmes should appear for an interview at the Principal's office. Selection will be finalised only after the interview. The Principal reserves the right to refuse admission to any applicant, if found ineligible for admission according to the regulations of the University and the Management.
- vi. The applicant must be accompanied by his/her parent(s) at the time of the interview and should produce the following documents:
  - a. A printed copy of the downloaded Admission Memo or Chance Memo.
  - b. Printed copy of the downloaded Application Form
  - c. College copy of the Admission fees paid (if paid by challan)
  - d. The transfer certificate in original.
  - e. The original Pass certificate and mark list of the qualifying examination.
  - f. Candidates from Universities/ Boards other than Kerala should produce Migration Certificate and **Eligibility Certificate** in the case of candidates other than Kerala HSC/VHSC, CBSE & ISC.
  - g. Certificate of character and conduct from the Head of the Institution last attended.
  - h. Malankara Syrian Catholic students should produce Character and Catechism certificates from their parish priest.
  - i. Two copies of recent passport size photograph.
  - j. S.C./ S.T./ O.E.C. candidates should produce recent (with one year validity) community certificate from the Tahsildar/ Village Officer and O.B.C. candidates should produce community and income certificates from the Village Officer.
- vii. Those who are granted admission should pay the fee immediately. The amount to be paid at the time of enrolment is shown in the **Fee Schedule**.
- viii. A candidate may apply for more than one PG Programme if necessary. They will have to register for admission and pay the application fees again to do this.
- ix. Seats are reserved for outstanding performers in the field of sports and for differently-abled persons as per University regulations.
- x. Parents or guardians of the admitted candidates are expected to join the Parent-Teacher Association of the College.
- xi. All candidates for admission must acquaint themselves with the rules and regulations of Mar Ivanios College and will be bound by them, if admitted.

## 2.4 ADMISSION REGULATIONS

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

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

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

### 2.4.2 CATEGORIZATION OF SEATS

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

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

### 2.4.3 RESERVATION OF SEATS

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

#### 2.4.3.1 TYPES OF RESERVATION

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

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



a. RESERVATION FOR NOMINEES:

i. RESERVATION FOR CANDIDATES FROM UNION TERRITORY OF LAKSHADWEEP.

An additional seat shall be created for each First Degree Programme (wherever necessary), exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up by other candidates.

ii. CONCESSION FOR WARDS OF KASHMIRI MIGRANTS

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

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

iii. RESERVATION FOR CANDIDATES FROM JAMMU AND KASHMIR

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

iv. RESERVATION FOR INMATES OF GOVERNMENT CHILDREN'S HOME

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

v. RESERVATION FOR TAMIL LINGUISTIC MINORITY

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

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

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

b. RESERVATION FOR PERSONS WITH DISABILITIES (PWD)

Three seats for each programme (B.A/ B.Sc/ B.Com) are created over and above sanctioned strength for physically handicapped candidates for admission to First Degree Programme. Out of the three seats, one seat each shall be reserved for the three sections of the disabled viz. the blind, the deaf and the orthopaedically handicapped with provision for inter exchange of seat if candidates are not available in a particular category. **There will be no reservation for the visually challenged for Science Programmes.**

As per Clause 2 (t), Chapter I of the Persons with Disabilities Act 1995, 'Person

with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible to apply for this quota. Candidates seeking admission under PWD category should submit the 'Certificate of disability', issued not earlier than 12 months prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. Based on the details furnished in the online application, candidates will be provisionally included under the 'Persons with Disability' category.

- **The selection of candidates under this category will be based on the rank in the merit list and physical suitability and not on the basis of the degree of disability.**
- **No reservation of seat is allowed for visually challenged candidates for Science subjects.**

c. SPECIAL RESERVATION

SPORTSPERSONS

One seat shall be reserved for Sports candidates in each subject for the First Degree Programme (U.O. No.Ac.B1/04 dated 07-08-2004). In addition to these seats, two additional seats, over and above the sanctioned strength, shall be created for allotment exclusively for Sports candidates in First Degree Programme in each Arts & Commerce subjects. Admission to such seats shall be made by the Principal, as per the existing procedure for admission under Sports Quota. If the required number of sportspersons is not available, the seats should be kept vacant and shall not be filled by other candidates. (U.O.No. Ac.B1/2004 dated 08-07-2005).

NORMS FOR SELECTION

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

d. MANDATORY RESERVATION

i. AIDED PROGRAMMES

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

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

\*\* Candidates seeking admission under Management Quota also should register online and should specifically indicate the preference.

ii. UNAIDED PROGRAMMES

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

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

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

iii. 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 online application. Candidates should mention their claim in the relevant columns in the Personal and Academic Data Sheet. They should also satisfy the eligibility conditions as per the Prospectus at the time of Online registration.
- Candidates should produce all original documents to prove their claims made in the online application form at the time of admission before the Principal. **Claims that are not mentioned at the time of online submission of application will not be entertained even if supporting evidences are produced later on.** The claims for mandatory reservation once made cannot be altered by the candidate under any circumstances.
- There is no Communal reservation under 'Socially and Educationally Backward Classes' (SEBC) / OBC/OEC.**

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

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

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

**e. Claim of OEC candidates against the un-availed seats of SC/ST candidates.**

Other Eligible Community (OEC) candidates who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates obtained from the Village Officer/ Tahsildar. OEC candidates whose annual family income is up to Rs. 6 lakhs alone are eligible for such seats.

**f. Converted Christians do not come under the SC/ST category. They belong to OEC category. Refer Annexure 4.**

**g. General rule for Mandatory reservation**

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

## 2.4.4 RULES FOR ADMISSION OF STUDENTS TO VARIOUS FIRST DEGREE PROGRAMMES

### 2.4.4.1 ASSESSMENT OF MERIT

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

### 2.4.4.2 SUBJECT COMBINATIONS AND MODE OF RANKING

FOR FDP UNDER THE FACULTY OF SCIENCE:

NO	PROGRAMME	ELIGIBILITY FOR ADMISSION	CALCULATION OF INDEX MARKS
1	Mathematics	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Mathematics as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Mathematics

2	Physics	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Physics as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Physics
3	Chemistry	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Chemistry as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Chemistry
4	Zoology	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Biology as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Biology
5	Botany	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Biology as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Biology

#### FOR FDP UNDER THE FACULTY OF SOCIAL SCIENCE

1	Economics	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto.	Total marks secured for Higher Secondary + marks scored for Economics.
---	-----------	---	--

#### FOR FDP UNDER THE FACULTY OF ARTS

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

#### FDP UNDER THE FACULTY OF COMMERCE

1	Commerce	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with candidates coming from non-Commerce having at least 45% aggregate	Total marks secured for Higher Secondary + marks scored for Accountancy + weightage of 15% marks scored for Business Studies
---	----------	---	--

B.Com Degree holders are permitted to take additional Degree in BA/BSc Degree Courses vide UO No. Ac AII/1/2012 dated 02.06.2012:

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



## CAREER RELATED FIRST DEGREE PROGRAMMES

1	Botany & Biotechnology	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Biology as one of the subjects in the Science group.	Total marks secured for Higher Secondary + marks scored for Biology
2	Journalism, Mass Communication & Video Production	A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto. Candidates should write the Entrance Exam conducted by the College.	Total marks secured for Higher Secondary + 10% of the marks obtained for Journalism as weightage (for candidates who have studied journalism as a subject at the +2 level) and the marks in the entrance examination in the ratio 50:50

## UGC B.Voc DEGREE PROGRAMME

1	Software Development	Eligibility and reservation according to rules framed by the University from time to time. A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto in the Science stream. Additional weightage of 25 marks in the ranking index calculated out of 1200 for VHSE students. Candidates to write Entrance exam conducted by the College.	Total marks secured for Higher Secondary in the Science stream (+ 25 marks for students in VHSE) + marks scored in the Entrance exam in 50:50 ratio.
2	Tourism & Hospitality Management	Eligibility and reservation according to rules framed by the University from time to time. A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with not less than 45% marks in the aggregate. Additional weightage of 25 marks in the ranking index calculated out of 1200 for VHSE students. Candidates to write Entrance exam conducted by the College.	Total marks secured for Higher Secondary in (+ 25 marks for students in VHSE) + marks scored in the Entrance exam in 50:50 ratio.

**Note: Relaxation of marks in the qualifying examination as per rules (for SC/ST - pass minimum, SEBC - 2% & PWD – 5% relaxation in the qualifying examination from the prescribed minimum for admission.)**

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

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

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

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

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

- *If the student in the above example has secured 120 marks out of 200 in English, his/ her index mark will be  $800 + 120 = 920$ .*
- ii. Calculation of Index Marks for Higher Secondary students prior to 2010:
- Index Marks = Marks out of 600 normalized to 1200 + twice the marks secured in the concerned subject
- *For e.g. If the student has secured 400 marks out of the total 600 marks and if he has secured 75 out of 100 in Mathematics, his index marks will be  $800 + 150 = 950$ .*
  - *If the student in the above example has secured 60 marks out of 100 in English, his index mark will be  $800 + 120 = 920$*
- iii. Calculation of Index Marks for VHSE students:
- Exclude the marks of the Vocational and Foundation course and normalize to 1200.
- From 2010 onwards:
- For VHSE from 2010 onwards, English was out of 200 and Optionals 1, 2 & 3 were out of 200 each, for a total of 800.
- Normalize as follows:
- Step 1: Normalize English marks to 400;  
Step 2: Normalize Optionals to 800.
- *If a student scored 150/200 for English and 500/600 for the three Optionals, Index marks/1200 =  $(150 \times 2) + (500/600 \times 800) = 300 + 666.66 = 966.66$*
  - *The Index Marks for FDP in English = Index Marks = Marks in English out of 200 =  $966.66 + 150 = 1116.66$*
- Prior to 2010:
- Prior to 2010, VHSE marks for English were out of 100, and the three optional had 100 marks each, for a total of 400.
- Normalize as follows:
- Step 1: Normalize English marks to 200;  
Step 2: Normalize Optionals to 400.  
Step 3: Double the marks out of 600 to get the Index Marks out of 1200.
- *If a student scored 60/100 for English and 200/300 for the three optionals, Index Mark/1200 =  $2 \times \{(60 \times 2) + (200/300 \times 400)\} = 2 \times (120 + 266.66) = 2 \times 386.66 = 773.32$*
  - *Index mark for FDP in English would be  $773.32 + 120 = 893.32$*
- iv. Calculation of Index Marks for CBSE/ ISC and other Boards:
- Normalize total marks obtained to 1200, add double the percentage obtained for the concerned subject.
- *If a CBSE student scored a total of 400/500 and 80/100 for Mathematics, Index Mark for FDP in Mathematics would be  $(400/500 \times 1200) + (80 \times 2) = 960 + 160 = 1120$*
  - *If the same student scored 70/100 in English, Index Marks for FDP in English would be  $960 + 140 = 1100$*

#### 2.4.4.4 WEIGHTAGE AND GRACE MARKS IN THE CALCULATION OF INDEX MARKS

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

##### WEIGHTAGE/ GRACE MARKS FOR NCC/ NSS CANDIDATES

- **The candidates who have attended NSS/NCC during the academic year of the qualifying examinations i.e., plus two only, will be eligible for the bonus mark. The quantum of bonus marks for First Degree Programme is 15 marks** (Academic Council meeting dated 25-10-1980, Syndicate meeting dated 04-08-1980).
- **The Certificate issued by the Director of NSS/NCC only will be considered for bonus mark in respect of NSS/NCC candidates.**
- In respect of NCC applicants, the bonus marks will be awarded on the basis of N.C.C. Certificates signed by the Director and issued by the Directorate of N.C.C., to the candidates who have secured at least 75% of attendance after having participated in its activities during the course of study immediately preceding the Programme for which admission is sought.
- For awarding bonus marks to N.S.S. Participants, the basis will be N.S.S. Certificates signed by the Competent Authority.
- The benefit of bonus marks for purposes of admission can be earned by the candidates only under any one category (either N.S.S. or N.C.C.).
- **The weightage of bonus marks shall be added to the marks scored by the candidate either to make him/her eligible for admission to a Programme or for ranking purposes to those who are otherwise eligible for admission. In the case of candidates who get the eligibility with bonus marks, their ranking mark will be the sum of scored marks and the bonus marks.**

##### WEIGHTAGE/ GRACE MARKS FOR DEPENDENTS OF EX-SERVICEMEN

- A weightage of 15 marks will be given to the ex-servicemen and widows and children of Jawans and Ex-servicemen for admission. (U.O. No. Ac.B.3/Misc./73 dated 30-10-1974; Academic Council meeting dated 28-08-1974).

#### 2.4.4.5 LOSING OF MARKS DUE TO SUBSEQUENT APPEARANCE

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

#### 2.4.4.6 RESOLVING OF TIE IN INDEX MARKS

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

- i. Marks of the subject opted;
- ii. Marks in English
- iii. Date of birth (earlier date of birth will get higher ranking)
- iv. Name of the candidate (alphabetical order)

#### SUPPLEMENTARY NOTES:

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

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

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

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



### 3. INSTRUCTIONS FOR ONLINE APPLICATION FOR ADMISSION

[\(TOP\)](#)

*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 programmes for 2016-17 through its Online Admission Portal:

#### FIRST DEGREE PROGRAMMES (FDP) (AIDED STREAM)

- B.Sc in Mathematics
- B.Sc in Physics
- B.Sc in Chemistry
- B.Sc in Botany
- B.Sc in Botany & Biotechnology
- B.Sc in Zoology
- B.A in English
- B.A in Economics
- B.A in Journalism, Mass Communication and Video Production
- B.Com in Commerce
- B.Voc in Software Development
- B.Voc in Tourism & Hospitality Management

#### FIRST DEGREE PROGRAMMES (FDP) (UNAIDED STREAM)

- B.A in English
- B.Com in Commerce

Admission to the following Post-Graduate Programmes will open soon:

#### 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

There will be Entrance Tests for the following programmes:

- B.A in Journalism, Mass Communication and Video Production
- B.Voc in Software Development
- B.Voc in Tourism & Hospitality Management
- MTTM in Tourism & Travel Management

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

For more details, please see the earlier sections of this Prospectus.



## POINTS TO NOTE BEFORE APPLYING

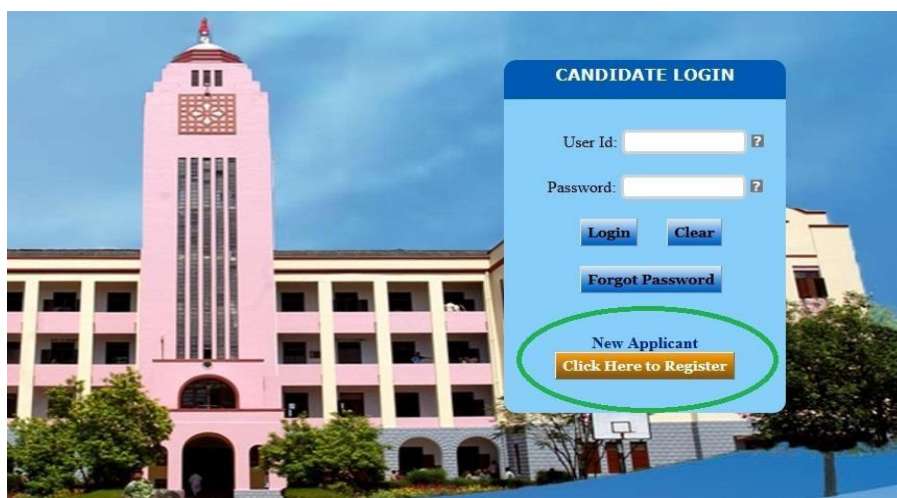
- Admission to all the above Programmes will be ONLY in the ONLINE mode through the Admission Portal on the College website; it will not be through the Common Admission Portal of Kerala University.
- All candidates, applying for admission under any quota (General, SC/ST, Sports, Differently-Abled, Management, Community, etc), have to compulsorily register online through the College website at [www.mic.ac.in](http://www.mic.ac.in).
- The 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.
- Admissions are open to all First Degree (UG) Programmes. **Candidates can start the online process now and complete their application as and when they get the marks of the qualifying examination.** The last date for submission of applications is Tuesday, 31 May 2016. To see the Admission Schedule, click [HERE](#).
- Application fees are as following:

APPLICATION FEES		
For all FD (UG) and PG Programmes	General	Rs.350/-
	SC/ST	R.150/-

*Students in any category 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.*

## 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 Management 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 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:

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

- ***No other modes of payment are accepted. Payment once made will not be refunded.***

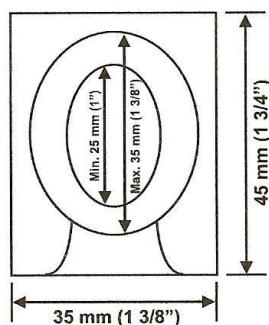
### • STEP 3: COMPLETING THE APPLICATION FORM

- 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);
  - 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*
    - When deciding your First, Second and Third choices for the FDP;
    - While entering the marks/ grades of the qualifying exam.

***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:

**TERMS & CONDITIONS**

1. *I have read the Prospectus and accept all the terms and conditions for admission, and accept all the rules and regulations mentioned in the Prospectus.*
2. *I accept the application fee terms and I have remitted the application fee through Challan/Online Payment.*
3. *I understand and accept that I will be disqualified for admission if I enter any false or misleading information in this application form.*

*I accept all the above terms and conditions.*

[Accept and Continue](#)
[Logout](#)

- 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.

**Payment of Application Fee Details**

Fee Payment Options

☐ Click if paid with SIB challan
 ☐ Click if paid by NEFT
 ☐ Click to make online payment using Credit Card /Debit Card /Net Banking

[Close](#)

- 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**.



○ STEP 3d:

- This is the page where you mark your choice for your preferred programme of study at Mar Ivanios College. Please decide the priority of your preferences carefully. You can add up to three choices.
- Choose from the drop-down menu to pick your programme and add your second and third choices by clicking on the '+' button.
- Click on SAVE AND CONTINUE TO PERSONAL DETIALS to go to the next step.

○ 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 dependent of ex-servicemen or 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:
- Fill in your ACADEMIC PROFILE on this page

**Academic Profile**

**Class 12**

Type of Examination\*

University/Board\*

Name of the Institute\*

State\*

Year of Passing\*

Month of Passing\*

No. of Attempts\*

Qualifying Examination Reg.No.\*

\* Click here for entering class 12 marks [Click Here](#)

Stream Under Class 12\*

**Save and continue for signature and photo**

[Clear](#) [Logout](#)

- Make sure to enter you Class XII marks from the link on this page.
  - 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:

**Upload Document**

Signature  No file selected.

Photo  No file selected.

Photograph and Signature size should be less than 100kb and .jpg extension

**Save & Continue to Final Submission**

[Clear](#) [Logout](#)

- You will reach the final step by clicking on SAVE AND CONTINUE TO FINAL SUBMISSION
- STEP 3g:
- 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 31 May 2016.
- **No applications can be submitted nor will they be received after 31 May 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; the application process is complete only when you take this print-out.
- 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 two days after the Trial Rank List is published.
  3. When the Allotment List is finalized a few days 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 or both (for different choices).
- 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 downloaded) 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; **you must bring print-outs of all Admission/ Chance Memos you are eligible for.**
  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. The Migration Certificate in the original if the candidate is from a Board other than the Kerala Plus 2 Board;
  10. Eligibility Certificate from University of Kerala in the case of candidates having qualified other than Kerala HSC/VHSC, CBSE & ISC.
  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, 31 May 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. Candidates should change their grades to marks in the qualifying examination according to recognized conversion rules if they come from a Board which awards grades.
10. While entering marks in the online Application Form, rounding off marks/ percentage to the nearest whole number is NOT permitted.
11. Any other item not covered in the Prospectus will be decided by the Principal/ College and that decision shall be final.
12. Any disputes pertaining to Allotment/ Admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.
13. 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 :**

Opening of Admission Portal	Tue 10 May 2016	10 am
<b>Closing of submission of Applications</b>	<b>Sun 05 June 2016</b>	<b>11.59 pm</b>
Entrance Tests (only for admission to B.A Journalism, Mass Communication & Video Production, B.Voc in Software Development and B.Voc in Tourism & Hospitality Management)	Wed 08 June 2016	10 am 12 noon 2 pm
Publication of Trial Rank List (on College website)	Mon 13 June 2016	5 pm
Publication of Final Rank List (on College website)	Fri 17 June 2016	5pm
Publication of Allotment List (through ADMISSION STATUS after login on Admission Portal)	Mon 20 June 2016	10 am
Admission Interviews	Thurs 23 June 2016 onwards	9 am
FDP I Semester Classes Start	Wed 29 June 2016	9 am



## **4. SPECIAL NOTICE ON RAGGING AS A CRIMINAL OFFENCE**

[\(TOP\)](#)

### **4.1 PREVENTION OF RAGGING**

Ragging is prohibited by law and is totally banned in the college. It is a criminal offence and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately as per law/ UGC guidelines.

### **4.2 RAGGING: DEFINITION**

“Ragging” means the following:

“Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.”

### **4.3 EXCERPTS FROM THE UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS 2009 NO. F.1-16/2007 (CPP-II) DT. 13 APRIL 2009**

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

Students shall not indulge in any of the following activities, which are treated as ragging:

1. Any act that prevents, disrupts or disturbs the regular academic activity of a student
2. Exploiting the service of a junior student by a senior student or a group of senior students
3. Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organizations
4. Any act of physical abuse including all variants of it: annoying, playing practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures
5. Any act of abuse by spoken words, emails, SMS, or any other means
6. Any word or act that causes hurt to the dignity of the individual
7. Entering without permission into any class other than the one assigned to a student
8. Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna etc.

Reporting cases of ragging:

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

instated only after his/her obtaining clearance certificate from the concerned police officer.

#### Punishable Ingredients of Ragging:

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

- Abetment to ragging; Criminal conspiracy to rag;
- Unlawful assembly and roiting while ragging; Public nuisance created during ragging; Violation of decency and morals through ragging; Injury to body, causing hurt or grievous hurt; Wrongful restraint;
- Wrongful confinement; Use of criminal force;
- Assault as well as sexual offences or unnatural offences; Extortion;
- Criminal trespass;
- Offences against property; Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim (s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.

**Students are directed to report any incident of ragging forthwith to the respective Faculty Advisor of the Class or any member of the Anti Ragging Committee or the Head of the Department or the Principal. For Ragging Complaints at the UGC level: Toll Free No.: 1800 - 180 – 5522; E-mail : [helpline@antiragging.in](mailto:helpline@antiragging.in)**

#### Punishments:

##### At the Institution Level:

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

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test / examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension / expulsion from the hostel
7. Cancellation of admission.
8. Rustication from the Institution for period ranging from One to Four semesters.
9. Expulsion from the Institution and consequent debarring from admission to any other Institution for a specified period.
10. Fine ranging between Rupees 25,000/- and Rupees 1 lakh.
11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the Institution shall resort to collective punishment.

#### PRINCIPAL

*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 Prospectus has been jointly published by the Admissions Committee, the Computer Centre and the IQAC.*

© Copyright Mar Ivanios College

All rights reserved. No part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical including photocopying, recording or by any information storage or retrieval systems, without permission in writing from the publisher or from the respective authors of the works contained herein.

MAR IVANIOS COLLEGE OFFICE

MAY 10 2016

PRINCIPAL



**ANNEXURE 1: FIRST DEGREE PROGRAMMES OFFERED AT MAR IVANIOS COLLEGE**

<b>Programme</b>	<b>Sanctioned Strength</b>	<b>Total Strength (Sanctioned + Marginal Increase)</b>	<b>Complementary Courses</b>	<b>Additional Languages</b>
B.A Economics	60	70	Political Science, History of Modern India/ Mathematics	Malayalam, Hindi, Tamil, French, Syriac
B.A English	40	52	History of English Language & Literature, History of Modern World	
B.A Journalism, Mass Communication & Video Production	30	39	Career related	Malayalam, Hindi, French
B.Sc Physics	48	55	Mathematics, Chemistry	Malayalam, Hindi, Tamil, French, Syriac
B.Sc Mathematics	60	60	Statistics, Physics	
B.Sc Botany & Biotechnology	24	29	Career related	Malayalam, Hindi, French
B.Sc Chemistry	48	55	Mathematics, Physics	Malayalam, Hindi, Tamil, French, Syriac
B.Sc Botany	44	53	Chemistry, Zoology	
B.Sc Zoology	44	53	Chemistry, Botany	
B.Com Finance/ Co-operation/ Computer Application	60	70		Malayalam, Hindi, Tamil, French
B.A English (SF)	60	70	History of English Language & Literature, History of Modern World	Malayalam, Hindi, French
B.Com (SF)	60	70	Finance/ Computer Application	Malayalam, Hindi, French
B.Voc Software Development	50	50	Vocation related	No Second Language
B.Voc Tourism and Hospitality Management	50	50	Vocation related	No Second Language

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

## ANNEXURE 2: LIST OF SCHEDULED CASTES (SC)

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

1	Adi Andhra	29	Mannan
2	Adi Dravida	30	Moger (other than Mogeyar)
3	Adi Karnataka	31	Muchi Chamar
4	Ajila	32	Mundala
5	Arunthathiyar	33	Nalakeyava
6	Ayyanavar	34	Nalkadaya
7	Baira	35	Nayadi
8	Bakuda	36	Nerian
9	Bathada	37	Pallan
10	Bharathar (Other than Parathar),	38	Palluvan
11	Chakkiliyan	39	Pambada
12	Cheruman	40	Panan
13	Domban	41	Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
14	Gosangi	42	Paravan
15	Hasla	43	Pathiyan,
16	Holeya	44	Perumannan, Vannan, Velan
17	Kadaiyan	45	Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha, Pulayan
18	Kakkalan, Kakkan	46	Puthirai Vannan
19	Kalladi	47	Raneyar
20	Kanakkan, Padanna, Padannan	48	Samagara
21	Kavara (other than Telugu speaking or Tamil speaking Baliya Kavarai, Gavara, Gavarai, Gavarai Naidu, Baliya Naidu, Gajalu Baliya or Valai Chetty)	49	Samban
22	Koosa	50	Semman, Chemman, Chemmar
23	Kootan, Koodan	51	Thandan (excluding Ezhuvass and Thoti Thiyyas who are known as Thandan in the erstwhile Cochin and Malabarareas) and (Carpenters who are known as Thachan, in the erstwhile Cochin and Travancore State)
24	Kudumban	52	Vallon
25	Kurava, Sidhana	53	Valluvan
26	Kuravan, Sidhanar, Kuravar,	54	Vetan
27	Maila	55	Vettuvan
28	Malayan [In the areas comprising the Malabar District as specified by Sub-section (2) of Section 5 of the State Reorganization Act 1956 (37 of 1956)].	56	Pulaya Vettuvan (in the areas of erstwhile Cochin State only)



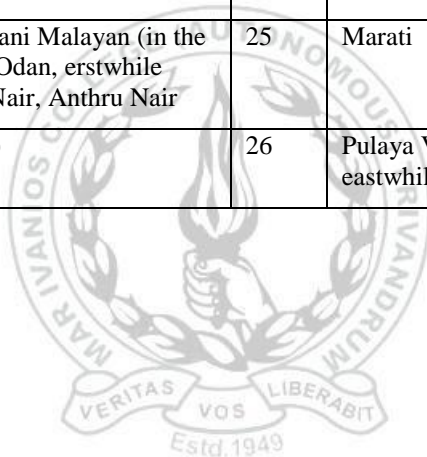
### ANNEXURE 3: LIST OF SCHEDULED TRIBES (ST)

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

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

#### ANNEXURE 4: LIST OF OTHER ELIGIBLE COMMUNITIES (OEC)

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



## ANNEXURE 5: LIST OF SOCIALLY & EDUCATIONALLY BACKWARD CLASSES (SEBC)

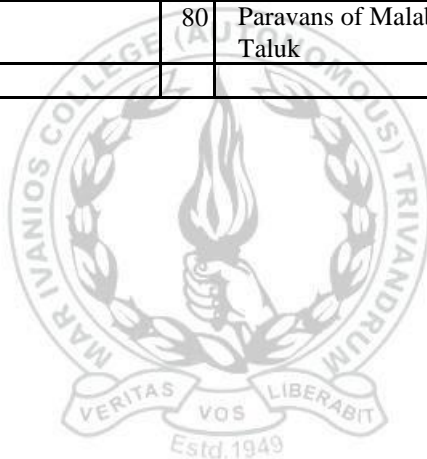
[Vide G.O. (P) 208/66/Edn. dated 02.05.1966] & G.O. (Ms) No. 95/08/SCSTDD dated 06.10.2008]

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

VI.	Other Backward Hindus, i.e.		
1	Agasa	2	Arayas including Valan, Mukkuvan, Mukaya, Mogayan, Arayan, Bovies, Kharvi, Nulayan, and Arayavathi
3	Aremahrati	4	Arya including Dheevara/Dheevaran, Atagara, Devanga, Kaikolan, (Sengunthar), Pattarya, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya) Sourashtra, Khatri, Patnukaran, Illathu Pillai, Illa Vellalar, Illathar
5	Bestha	6	Bhandari or Bhondari
7	Boya	8	Boyan
9	Chavalakkaran	10	Chakkala (Chakkala Nair)
11	Devadiga	12	Ezhavathi (Vathi)
13	Ezhuthachan, Kadupattan	14	Gudigara
15	Galada Konkani	16	Ganjam Reddies
17	Gatti	18	Gowda
19	Ganika including Nagavamsom	20	Hegde
21	Hindu Nadar	22	Idiga including Settibalija
23	Jangam	24	Jogi
25	Jhetty	26	Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan, Kannian or Kani, Ganaka
27	Kudumbi	28	Kalarikurup or Kalari Panicker
29	Kerala Muthali	30	Kusavan including Kulala, Kumbaran, Odan, Oudan (Donga) Odda (Vodde or Vadde or Veddai) Velaan, Andhra Nair, Anthuru Nair
31	Kalavanthula	32	Kallan including Isanattu Kallar
33	Kabera	34	Korachas
35	Kammalas including Viswakarmala	36	Kannadiyans Karuvan, Kamsalas, Viswakarmas, Pandikammala, Malayal-Kammala, Kannan, Moosari, Kalthachan, Kallasari, Perumkollen, Kollan, Thattan, Pandithattan, Thachan, Asari, Villasana, Vilkurup, Viswabrahmins, Kitara, Chaptegar
37	Kavuthiyan	38	Kavudiyaru
39	Kelasi or Kalasi Panicker	40	Koppala Velamas
41	Krishnanvaka	42	Kuruba
43	Kurumba	44	Maravan (Maravar)
45	Madivala	46	Maruthuvar
47	Mahratta (Non-Brahman)	48	Melakudi (Kudiyan)
49	Mogaveera	50	Moili
51	Mukhari	52	Modibanda
53	Moovari	54	Moniagar

55	Naicken including Tholuva Naicker and Vettillakkara Naicker	56	Padyachi (Villayankuppam)
57	Palli	58	Panniyar or Pannayar
59	Parkavakulam (Surithiman, Malayaman, Nathaman, Moopanar and Nainar)	60	Rajapuri

61	Sakravar (Kavathi)	62	Senaithalaivar, Elavania, Senaikudayam
63	Sadhu Chetty including Telugu Chetty or 24 Manai Telugu Chetty and Wynadan Chetty	64	Tholkolan
65	Thottiyar	66	Uppara (Sagara)
67	Ural Goundan	68	Valaiyan
69	Vada Balija	70	Vakkaliga
71	Vaduvan(Vadugan)	72	Veera Saivas (Pandaram, Vairavi, Vairagi, Yogeaswar, Matapathi and Yogi)
73	Veluthedathu Nair including Vannathan, Veluthedan and Rajaka	74	Vilakkithala Nair including Vilakkathalavan, Ambattan Pranopakari, Pandithar and Nusuvar
75	Vaniya including Vanika, Vanika Vaisya, Vaisya Chetty, Vanibha Chetty, Ayiravar Nagarathar, Vaniyan	76	Yadava including Kolaya, Ayar, Mayar, Maniyani, Eruman, Golla and Kolaries
77	Chakkamar	78	Mogers of Kasaragod Taluk
79	Maratis of Hosdurg Taluk	80	Paravans of Malabar area excluding Kasargod Taluk
81	Peruvannan (Varnavar)		



## ANNEXURE 6: ANTI-RAGGING UNDERTAKING FROM STUDENTS

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

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

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

Signature of Student.....







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

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

Witness:.....

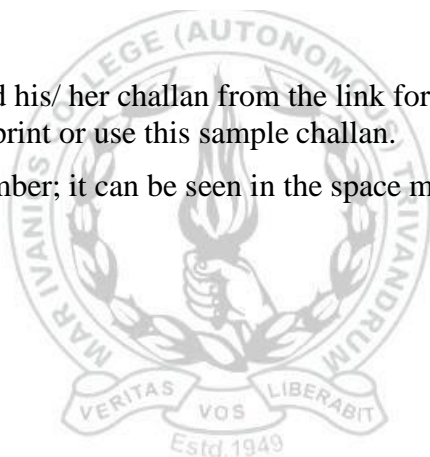


## ANNEXURE 7: SAMPLE SOUTH INDIAN BANK CHALLAN

SIB FEE MODEL 1 College Copy		SIB FEE MODEL 1 Student's Copy		SIB FEE MODEL 1 Bank Copy	
					
Branch..... Date.....		Branch..... Date.....		Branch..... Date.....	
A/c No: 0483053000018456		A/c No: 0483053000018456		A/c No: 0483053000018456	
A/c Name: MAR IVANIOS COLLEGE		A/c Name: MAR IVANIOS COLLEGE		A/c Name: MAR IVANIOS COLLEGE	
					
SIB Fee Institution Code : 452		SIB Fee Institution Code : 452		SIB Fee Institution Code : 452	
Category Fee : Rs. 10		Category Fee : Rs. 10		Category Fee : Rs. 10	
Amount: Total : 10		Amount: Total : 10		Amount: Total : 10	
In words... Ten only		In words... Ten only		In words... Ten only	
Reference No. MIC49741W		Reference No. MIC49741W		Reference No. MIC49741W	
Name of the Student: SAJIL		Name of the Student: SAJIL		Name of the Student: SAJIL	
Signature of Remitter:		Signature of Remitter:		Signature of Remitter:	
Mob. Phone No		Mob. Phone No		Mob. Phone No	
Entered By		Entered By		Entered By	
Authorised Signature		Authorised Signature		Authorised Signature	

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 8: 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:

Estd. 1949