

FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)
Affiliated to University of Kerala



2.1.2 Fatima Reservation Policy

IQAC INTERNAL QUALITY ASSURANCE CELL

RESERVATION POLICY

Fatima Mata National College (Autonomous) is a religious minority institution run by the Catholic Diocese of Kollam. FATIMA is an aided college, affiliated to University of Kerala. FATIMA welcomes students from diverse social, economic, cultural, linguistic, ethnic and geographic backgrounds, and ensure inclusiveness within the campus.

The college adopts a reservation policy in tune with the rules and regulations of Government of Kerala and the University of Kerala, regarding the admissions to various programmes. The reservation policy in detail is appended herewith.



A handwritten signature in blue ink, appearing to be "V. M. S.", written over a horizontal line.

PRINCIPAL

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 the community of the Management who runs the College (Latin 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 FOR UG PROGRAMMES

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
- 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) in any Govt./Aided college, exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up by other candidates. The Head of the Institutions should forward the list of such candidates admitted, separately, to the University immediately after the admissions. (Govt. letter No.5455/B3/2006/H.Edn. dated 15-3-2006) (U.O. No. AcB/1/1134/2006, dated 26-4-2006).

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/ Admns/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 Fatima Mata National 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)

1. 3% of the total seats will be set apart exclusively for Physically handicapped candidates in Government Colleges. The remaining seats will be considered as one single unit for providing reservation mentioned in the GO (GO.MS) No.107/08/HigherEdn, dated 30/08/2008 and U.O No. Ac.B1/Admns BC/2008, dated 20/09/2008).
2. In all other affiliated Colleges three seats for each programme (BA/BSc/BCom) are created over and above sanctioned strength for physically handicapped candidates for admission to First Degree Programme except First Degree Programme in Geology. 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 blind for Science Programme.
3. 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 5 years 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.
4. Authorities of all Educational Institutions/Colleges affiliated to the University of Kerala are directed to make appropriate arrangements for medical examination of students with disabilities at the place of counseling/admission, in case, the authenticity of disability certificate being produced by the candidate is doubted. Otherwise, the disability certificate issued by the appropriate authority should suffice. (Circular No. Ac.BI/PH/2011, dated 26.02.2011).

Note: The selection of candidates under this category will be based on the rank in the inter-se-merit list and physical suitability and not on the basis of the Degree of disability.
No reservation of seat is allowed for Blind 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

- a. 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.
- b. 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)
- c. The selection of candidates under sports quota is based on their excellence in Sports at Higher Secondary level.
- d. 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.
- e. The above candidates should also register online before the closure of registration. The ranklist 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	40 percent
II	Scheduled Caste	15 percent
III	Scheduled Tribe	05 percent
IV	Community Quota*	20 percent
V	The remaining seats (20%) after filling items (I) to (IV) will be filled by the Educational agency (ie. Management**) by candidates of their 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.

** 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. Candidates who apply under management quota shall also register online.		

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

a. 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.

b. 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.

c. 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 5.

g. General rule for Mandatory reservation

If enough 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.

2.4.3.2 TYPES OF RESERVATION FOR PG PROGRAMMES

a. RESERVATION FOR PERSONS WITH DISABILITIES

The applicants under this quota will be selected on the basis of existing rules:

- i. One seat for each post graduate course shall be reserved for Physically Handicapped candidates.
- ii. These seats are over and above the sanctioned strength of the Course/subjects in the College and the same will be sanctioned by the University every year.

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 attach "Certificate of disability, issued not earlier than 12 months prior to the admission, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. Based on the certificates produced along with the application form, candidates will be provisionally included under the Persons with Disability category. Authorities of all Educational Institutions/College affiliated to the University of Kerala are directed to make appropriate arrangements for Medical examination of students with disabilities at the place of counseling/admission, in the event of the authenticity of disability certificate being produced by the candidate is doubted. Other- wise, the disability certificate issued by the appropriate authority should suffice. (Circular No.Ac.BI/PH/2011, dated 26.02.2011).

Note: PWD candidates for PG programmes also should register online.

- The selection of candidates under this category will be based on the rank in the inter-se merit list and not on the basis of the degree of disability.
- No reservation of seats is allowed for Blind candidates for Science subjects.
- In Government Colleges, the seats remaining vacant due to the non-availability of candidates under "Persons with Disability" category, will go to the mandatory reservation quota unless otherwise mentioned.

b. SPECIAL RESERVATION: SPORTS QUOTA

The seats reserved under Sports Quota come under this category. The following norms are prescribed for admission under this quota:

- i. One seat for every 20 seats may be reserved for outstanding sportsperson;
- ii. Where the number of seats is less than 20 for a subject, the seats may be pooled together, M.A., M.Sc. and M.Com. being treated separately. Where the total number of seats, after pooling, exceeds multiples of 20, an additional seat can be created, if the excess number is 16 or more;
- iii. Where the number of seats is still less than 16 after such pooling, all PG courses may be Pooled together;
- iv. A minimum of one seat may be given if there are not enough seats.

Criteria for determining outstanding performances and for determining "merit" in Sports: Games/ Athletics (either in individual or team event):

EVENT TYPE	1 st Place	2 nd Place	3 rd Place	Participation
International Meet	100	80	60	40
Combined Indian Universities Team	75	50	25	15
National/ Inter-State/ All India Inter-University	40	20	15	10
South Zone Inter-University	25	15	10	05

Note:

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

- d. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
- e. Performance in any year during the Degree course in the University of Kerala will be taken into consideration
- f. He/ She must be a player of the University of Kerala and must be available for University Sports and Games unless specifically exempted by the Vice Chancellor/ Director of Physical Education, University of Kerala.

Candidates who are applying for Sports Quota should specifically mention the same during the Online Registration. They will also be considered for General merit seats

c. SPECIAL RESERVATION: ARTS QUOTA

Students who are declared as Kalaprathibha/Kalathilakam of the University of Kerala in any year during their Degree course, and who are applicants for PG Course in a College affiliated to this University during the succeeding academic year shall be admitted to the PG course/ College of his/her first option, if otherwise eligible, by creating seats over and above the sanctioned strength.