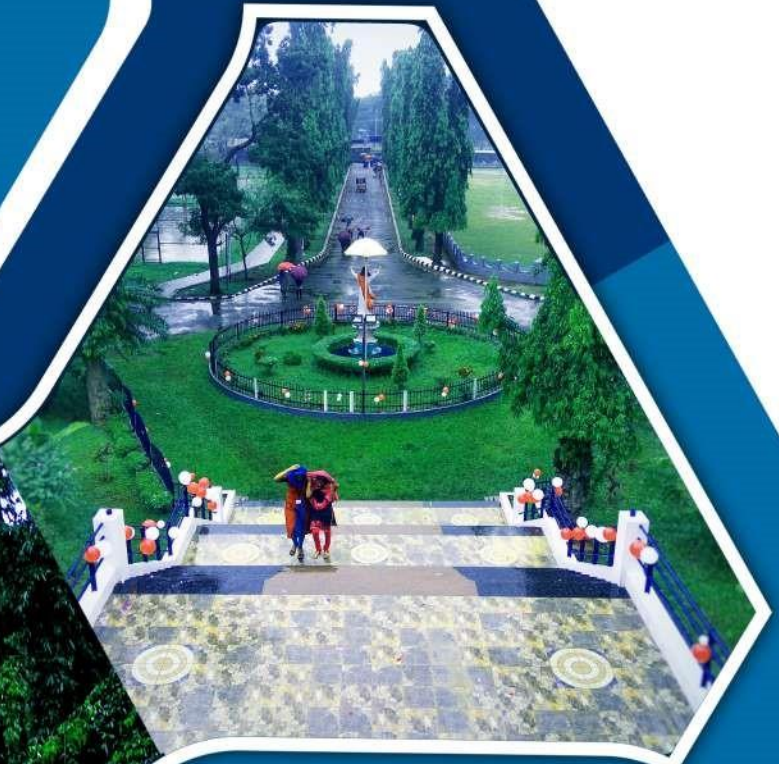


FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

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



2.1.1 Admission Procedure

IQAC INTERNAL QUALITY
ASSURANCE CELL

2.1.2. Admission procedure

The college is granting admission in the UG and PG courses. Notification and details regarding the application and admission is made available through the website www.fmnc.ac.in, leading Dailies and FM station “Radio Benziger”, a sister concern of the institution. The candidate who desires to obtain admission in the Fatima Mata National College (Autonomous), Kollam, for the First Degree and PG programme should compulsorily register online before the closure of registration. Admissions to UG and PG courses are based on the marks obtained in the qualifying examination. Admissions to the seats to be filled by the college for the various Programmes are regulated on the basis of marks obtained in the qualifying examination.

Admissions shall be governed by the rules prescribed by the Government from time to time with the concurrence of the University of Kerala to which the institution is affiliated. A pass in Higher Secondary Examination/Vocational Higher Secondary Examinations conducted by the Higher Secondary Board or an equivalent examination accepted by the University will be the eligibility for application to First Degree Programmes offered by the college. A pass in the Undergraduate degree examination /an equivalent examination accepted by the Academic Council, University of Kerala will be the eligibility for application to the various PG programmes offered. The marks of related subject shall be added to the total marks for the purpose of ranking (Automated preparation of index marks).

Application Form

Interested and Eligible candidates need to apply online from the official website of the college www.fmnc.ac.in as per the schedule. Before filling up the Application Form, candidate must ensure their eligibility criteria very carefully. The direct link to apply online is provided in the website. Candidates should pay the registration fee by using the online payment facility. After completing the payment, the candidate should continue the registration process. A

verification of the online payment receipt will be done at the time of admission. Intimation of the allotted /eligible candidates is done through Institutional Management System.

Online Centralized Allotment Process

Trial Allotment: A trial allotment will be conducted to give an idea about the chances of getting an allotment to a Programme, based on the options registered and the rank of the candidate. The trial allotment does not guarantee the candidate, a seat in a College for any of the Programmes.

First Allotment: After the trial allotment and the period earmarked for revising options, the first allotment list will be published in the website. The allotment list will show the personal details of the candidate, the Programme to which the candidate is allotted to and the index mark. The candidate has to download the allotment memo which has to be produced before the Principal at the time of admission, from the website. The candidates who get allotment have to remit the University fee and ensure their seat, and those who fail to remit the fee in time will not be considered for further allotment. The candidates will have to follow the notification of the college with regard to the date of admission in the college. Live reporting is done through the portal on the number of seats available, filled and vacant seats and category-wise vacancies. Admission numbers are also allotted to the candidates at the time of admission. A brief meeting of the students and parents with the Heads of the Departments where the student is admitted is also the part of the procedure.

General Instructions

1. Failure to report for Admission: Candidates who do not take admission on the prescribed date will lose their admission. They will not be considered for any further regular allotments under any stream.

2. Application of candidates who do not register their personal and academic data online and who do not give their options online within the time schedule will not be considered for allotment.
3. No opportunity will be given to incorporate any details after the last date of submission of application. Late or defective application will not be considered under any circumstances.
4. Any kind of false information will lead to cancellation of admission.
5. No rounding of marks / percentage to the nearest whole number will be permitted.
6. Any other item not specifically covered in this prospectus will be decided by the college and that decision shall be final.

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