

# FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)

Affiliated to University of Kerala



2.1.2 Additional Document

**IQAC** INTERNAL QUALITY ASSURANCE CELL

2.1.2 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Additional Information**

The number of seats shown in this category (2.1.2) is higher than those shown in the demand ratio (2.1.1). This is because, the number of seats shown here includes the marginal seats. (Marginal seats are 10% of the actual seats + PWD/Divyangjan seats.).

The number of OBC students admitted is higher than the actual number of OBC seats allotted. This is because, as per the government rule, if the slots set apart for SC/ST students are vacant, they may be made available for meritorious OBC students.

*The details are provided in the college prospectus. It is attached herewith.*

# FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)

## PROSPECTUS 2019-2020



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# PROSPECTUS

## 2019-20

**Section I:** General Introduction with details of Programmes offered

**Section II:** Admission Regulations; Instructions for Online Application

**Section III:** A Special Notice on Ragging as a Crime.

*Kindly read this document carefully before starting the application process.*

Convener, Admissions Committee

**PER MATREM PRO PATRIA**

### **VISION of FMNC**

The college strives to achieve excellence in Higher Education, and foster love of motherland in all its students, helping them develop integrity of character and promote in all its members a belief in the Dignity of Labour. The institutional endeavour is to encourage a spirit of Selfless Service in all its members and cultivate respect for all fellow creatures.

### **MISSION of FMNC**

- *Acting as a Catalyst of Change and Enlightenment*
- *Serving as an instrument of Social Justice.*
- *Providing education to all, especially the less fortunate.*

## PROSPECTUS FOR 2019-2020 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, as well as to Post-Graduate Programmes [PGP] in Fatima Mata National College for the academic year 2019-2020 as approved by the University of Kerala.

It consists of three 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
- iii. 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 and Post Graduate Programmes in the Faculties of Arts, Science and Commerce in Fatima Mata National College. The FDP leads to a Bachelor's Degree in the relevant subject, while the Post Graduate Programme leads to a Master's Degree in the relevant subject. Each Programme extends for a period of three years/ six semesters for the FDPs and a period of two years/ four semesters for the PGP. 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 Fatima Mata National College under the aided and unaided 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                         | Seats |
|----|--------|-----------------------------------|-------|
| 1  | B.A    | English Language and Literature   | 65    |
| 2  | B.A    | Malayalam Language and Literature | 65    |
| 3  | B.A    | Economics                         | 140   |
| 4  | B.A.   | History                           | 40    |
| 5  | B.Sc   | Mathematics                       | 60    |
| 6  | B.Sc   | Physics                           | 55    |
| 7  | B.Sc   | Chemistry                         | 55    |
| 8  | B.Sc   | Polymer Chemistry                 | 24    |
| 9  | B.Sc   | Botany                            | 55    |
| 10 | B.Sc   | Zoology                           | 55    |
| 11 | B.Sc   | Psychology                        | 38    |
| 12 | B.Com  | Finance                           | 70    |

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

Duration of the Programme: 3 Years/ 6 Semesters

| NO | DEGREE | PROGRAMME                                       | Seats |
|----|--------|---|-------|
| 1  | B.A.   | English Language and Literature & Communication | 60    |
| 2  | B.Com. | Co-operation                                    | 60    |
| 3  | B.Com. | Computer Application                            | 55    |
| 4  | BCA    | Bachelor of Computer Applications               | 35    |

*The unaided (Self Financing) programmes are conducted in the annexure campus of Fatima Mata National College (Campus - 2).*

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. The minimum number of Courses required for the completion of a Degree Programme may vary from 30 – 38 depending on the Credits assigned to different Courses.

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.

### **1.1.3. POST-GRADUATE PROGRAMMES (AIDED PROGRAMMES)**

Duration of the Programme: 2 Years/ 4 Semesters

| NO | DEGREE | PROGRAMME                         | Seats |
|----|--------|-----------------------------------|-------|
| 1  | M.A.   | English Language and Literature   | 26    |
| 2  | M.A.   | Malayalam Language and Literature | 20    |
| 3  | M.A.   | Economics                         | 26    |
| 4  | M.Sc.  | Mathematics                       | 16    |
| 5  | M.Sc.  | Physics                           | 16    |
| 6  | M.Sc.  | Chemistry                         | 13    |
| 7  | M.Sc.  | Zoology                           | 16    |
| 8  | M.Sc.  | Botany                            | 16    |
| 9  | M.Sc.  | Psychology                        | 15    |
| 10 | M.Com. | Commerce                          | 26    |

### **1.1.4. STUDENT SUPPORT SERVICES**

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

#### **1.1.4.1 UGC Funded Special Schemes for students belonging to SC/ST/ Minority**

Communities/ OBC (Non- Creamy Layer)

- i. Remedial Coaching
- ii. Coaching for JRF/NET/SET

#### **1.1.4.2 Coaching for Civil Service Examinations**

## (FATIMA CIVIL SERVICE ACADEMY)

This is being offered in joint venture with Triune Academy, Cochin. Classes will be held on weekends and other holidays. Classes are handled by dedicated faculty include Civil Service officers and other eminent resource persons. This coaching will also help students to prepare for any UPSC, KAS (Kerala Administrative Services) examinations. For details: Helpdesk: 9048121411, 9048121811

### 1.1.4.3 Coaching for Foreign Languages

#### (FATIMA SCHOOL OF FOREIGN LANGUAGES)

Special coaching for Foreign Languages by eminent teachers in languages such as English, French, Spanish, German, Italian is conducted in the college during evening hours on weekdays and weekends. The teachers also help the students to prepare for Certificate Level Examinations in the respective languages. For details: Helpdesk: 9048121411, 9048121811

### 1.1.4.4 BEC/TKT Courses of Cambridge University

Fatima Mata National College Business English Certificate (BEC), Teaching Knowledge Test (TKT), 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 focus 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 many recruitments. The certificates are issued by Cambridge University ESOL. For details: Helpdesk: 9048121411, 9048121811

### 1.1.4.5 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)

### 1.1.4.6 VIJNANA VIHAR IELTS

Fatima Mata National College offers specialized coaching for IELTS in the annexe Vijnana Vihar.

## 1.2 FEES AND FEE CONCESSIONS

### SCHEDULE OF FEES 2018-19 (Aided Programmes) to be paid at the time of admission

| PROGRAMME | Admission Fee<br>(One-time<br>payment) | Caution Deposit<br>(One-time<br>payment) | Laboratory Fee<br>(Every Year) | Special Fee<br>(Every Year) | Tuition Fee<br>(Every Year) | University Fee<br>(First Year) |
|-----------|--|--|--------------------------------|-----------------------------|-----------------------------|--------------------------------|
|-----------|--|--|--------------------------------|-----------------------------|-----------------------------|--------------------------------|

|   |                               |        |         |         |        |         |          |
|---|-------------------------------|--------|---------|---------|--------|---------|----------|
| B.A.  | Economics                     | Rs.75  | Rs.360  | NA      | Rs.420 | Rs.1000 | Rs. 1550 |
|   | English Language & Literature | Rs.75  | Rs.360  | NA      | Rs.420 | Rs.1000 | Rs. 1550 |
|   | Malayalam                     | Rs.75  | Rs.360  | NA      | Rs.420 | Rs.1000 | Rs. 1550 |
|   | History                       | Rs.75  | Rs.360  | NA      | Rs.420 | Rs.1000 | Rs. 1550 |
| B.Sc.   | Mathematics                   | Rs.75  | Rs.360  | Rs.150  | Rs.420 | Rs.1000 | Rs. 1550 |
|   | Physics                       | Rs.75  | Rs.360  | Rs. 400 | Rs.420 | Rs.1000 | Rs. 1550 |
|   | Chemistry                     | Rs.75  | Rs.360  | Rs. 400 | Rs.420 | Rs.1000 | Rs. 1550 |
|   | Polymer Chemistry             | Rs.75  | Rs.360  | Rs. 400 | Rs.420 | Rs.1000 | Rs. 1550 |
|   | Botany                        | Rs.75  | Rs.360  | Rs.550  | Rs.420 | Rs.1000 | Rs. 1550 |
|   | Zoology                       | Rs.75  | Rs.360  | Rs.550  | Rs.420 | Rs.1000 | Rs. 1550 |
|   | Psychology                    | Rs.75  | Rs.360  | Rs.350  | Rs.420 | Rs.1000 | Rs. 1550 |
| B.Com.  | Commerce                      | Rs.75  | Rs.360  | NA      | Rs.420 | Rs.1000 | Rs. 1550 |
| M.A.  | English Language & Literature | Rs.150 | Rs. 600 | NA      | Rs.420 | Rs.1800 | Rs.920   |
|   | Malayalam with Media Studies  | Rs.150 | Rs. 600 | NA      | Rs.420 | Rs.1800 | Rs.920   |
|   | Economics                     | Rs.150 | Rs. 600 | NA      | Rs.420 | Rs.1800 | Rs.920   |
| M.Sc.   | Mathematics                   | Rs.150 | Rs. 600 | NA      | Rs.420 | Rs.1800 | Rs.920   |
|   | Physics                       | Rs.150 | Rs. 600 | Rs.1200 | Rs.420 | Rs.1800 | Rs.920   |
|   | Chemistry                     | Rs.150 | Rs. 600 | Rs.1200 | Rs.420 | Rs.1800 | Rs.920   |
|   | Botany                        | Rs.150 | Rs. 600 | Rs.1200 | Rs.420 | Rs.1800 | Rs.920   |
|   | Zoology                       | Rs.150 | Rs. 600 | Rs.1200 | Rs.420 | Rs.1800 | Rs.920   |
|   | Psychology                    | Rs.150 | Rs. 600 | Rs.1200 | Rs.420 | Rs.1800 | Rs.920   |
| M.Com.  | Commerce                      | Rs.150 | Rs. 600 | NA      | Rs.420 | Rs.1800 | Rs.920   |
| <ul style="list-style-type: none"> <li>Parents of the students are asked to join the PTA (Parent Teachers Association) and pay the miscellaneous and IT facilities charges during admission.</li> <li><b>Fine for late payment of Semester fees</b> – If a student fails to pay the fee on the due date, he/she shall be liable to pay a fine of Rs 5/- along with the fee on or before the 10<sup>th</sup> day after the due date. If the 10<sup>th</sup> day happens to be a holiday, the next working day will be counted as the 10<sup>th</sup> day.</li> </ul> |                               |        |         |         |        |         |          |

#### SCHEDULE OF FEES 2017-18 (Unaided Programmes)

| PROGRAMME                  | TUITION FEES (Every Semester)                          |
|----------------------------|--|
| B.A English                | Rs. 9000/- + fees paid by students in the aided stream |
| B.Com Co-operation         |  |
| B.Com Computer Application |  |
| BCA                        |  |



\* Subject to change according to University/ College norms; to be paid in lump sum at the beginning of the year or in instalments at the beginning of each semester

\* Parents of the Students are asked to join the PTA (Parents Teachers Association) and pay the Miscellaneous and IT Facilities charges during admission.

\* **Fine for late payment of Semester fees** – Fine for late payment of Semester fees – If a student fails to pay the fee on the due date, he/she shall be liable to pay a fine of Rs 50/- along with the fee on or before the 10<sup>th</sup> day after the due date. If the 10<sup>th</sup> day happens to be a holiday, the next working day will be counted as the 10<sup>th</sup> day.

### 1.2.1 FEE CONCESSION

- i. SC/ST/OEC students are eligible for tuition fee, special fee, exam fee, monthly stipend, hostel fee (for accommodation in approved hostels only); they may also apply for study tour allowance in the final year.
- ii. Applicants belonging to SC/ST/OEC/OBC or any other eligible categories should produce caste and income certificates from the Tahsildar concerned.
- iii. General category students are eligible for concession for Tuition fee, Special fee, Exam fee as per provisions of the Kumara Pillai Commission Report (income limited to Rs. One Lakh)
- iv. All students eligible for fee concession should submit applications online (Govt. e-grants online portal) and submit the print out along with supporting documents to the college office within 15 days of their admission.

### 1.2.2 REFUND OF FEES

The percentage of tuition fees and other charges refundable to a student in the institution shall be in accordance with the provision of **University Grants Commission and Ministry of Human Resource Development** notification on Refund of Fees dated 10-October – 2018

The institution will refund the fees in the following manner:

| Sl No. | Percentage of Refund of fees* | Point of time when notice of withdrawal of admission is received                              |
|--------|-------------------------------|---|
| 1      | 100%                          | 15 days or more <b>before</b> the formally-notified last date of admission                    |
| 2      | 90%                           | Less than 15 days <b>before</b> the formally-notified last date of admission                  |
| 3      | 80%                           | 15 days or less <b>after</b> the formally-notified last date of admission                     |
| 4      | 50%                           | 30 days or less, but more than 15 days, <b>after</b> formally-notified last date of admission |
| 5      | NIL                           | More than 30 days <b>after</b> formally-notified last date of admission                       |

**Note:** Fees shall be refunded by the institution to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.

### **1.3 GENERAL RULES OF THE COLLEGE**

For all UG and PG programmes the academic year consists of two semesters. The duration of the First-Degree programme shall be six semesters and PG programme four semesters. There shall be at least 90 working days and a minimum of 450 hours of instruction in a semester. For UG Programmes, odd semester (June-Oct) commences in June and even Semester (Dec-April) commences in December every year.

#### **Admission and Withdrawal**

1. Students are ordinarily admitted at the beginning of the first semester of the different programmes of study.

1.1 Applicants for the Undergraduate programme should have passed the Plus-Two Examination or its equivalent and those for the Postgraduate programme should have passed the Undergraduate Examination approved by the University.

1.2 Application shall be submitted online.

1.3 At the time of admission all students should present Transfer and Good Conduct Certificates from the institution they last attended. Students who have obtained their qualifying certificates from Universities or Boards of Examinations other than those of Kerala should produce the following documents. \* Migration Certificate from the University in which they were educated, \* University Diploma qualifying them for admission to the programme which they wish to undergo and \* Eligibility certificate from the University of Kerala (declaring them eligible for admission)

1.4 Qualifying certificates submitted by the students at the time of admission will be returned only on completion of the programme of study. Certificates and mark sheets of qualifying examinations should be claimed at least within three months after the completion of the programme of study. The college office will not be responsible for the loss or damage of the certificates and mark sheets left unclaimed after the above-mentioned period.

1.5 Any candidate who is found to have obtained admission by false representation will be dismissed and will forfeit whatever fees s/he may have paid.

1.6 No candidate will be enrolled or allowed to attend any class until the first instalment of fees is paid.

1.7 The Principal reserves the right to refuse admission to any applicant without assigning reasons.

1.8 Students applying for Transfer Certificate or Conduct Certificate should apply in the prescribed form after clearing all dues. They should surrender their identity cards to the library before taking the Transfer Certificate.

1.9 Students, applying for any certificate or corresponding with the principal, should furnish all particulars required for identification such as full name with initials, class last attended, admission number, course to which they belonged and the year in which they left the college. When a reply by post is desired, a self-addressed stamped envelope should be enclosed.

1.10 Any student who leaves the college before completing the course without written permission of the Principal or without paying all arrears of fees or dues, will not receive any certificate.

1.11 Students shall forward correct information regarding their residence to the college in the prescribed form. Subsequent changes, if any, should be reported to the Principal.

1.12 Identity cards will be issued to students at the time of admission.

### **Class Hours**

2. The working hours are between 9.30 a.m. and 4.30 p.m. with a lunch break of 45 minutes (1 p.m. to 1.45 p.m.) On Fridays the lunch break is from 1.00 p.m. to 2.00 p.m.

2.1 The first bell for class shall be rung ten minutes before the commencement of the morning and afternoon sessions and the second bell at the hour fixed for the commencement of the class.

2.2 At the warning bell before each session, students should go to their respective classes and take their seats so as to be present when the class begins.

2.3 There shall be intervals of five minutes at the end of each period.

### **Campus Discipline**

3. All the students should remember that they represent the college, and should honour it by their behaviour. The students are expected to conduct themselves in such a way as to uphold the reputation of the college as well as their own. All students shall compulsorily wear their Identity cards while on the campus and shown to authorised persons when demanded.

3.1 Students should be respectful to seniors and superiors, polite and courteous to all. They should maintain good order and decorum.

3.2 When a student meets a member of the staff of the college s/he is expected to greet him/her.

3.3 Strict silence must be observed during the class hours.

3.4 When a teacher enters a class, the students shall stand up and not sit down until s/he allows them to do so or until s/he takes the seat.

3.5 Whenever the National Anthem is sung, or the college prayer recited, students shall stand with due respect.

3.6 Students are not allowed to stand or move about in the corridors of the college during class hours.

3.7 Girl students are expected to remain in the quadrangle during free hours. They should go to class rooms only after the first bell during FN & AN sessions.

3.8 Irregular attendance, insubordination to teachers, habitual inattention to class work and obscenity in word or action are sufficient reasons for the suspension or dismissal of a student.

3.9 Students are forbidden from writing or making any mark on the furniture or walls of any part of the college premises or throwing paper or ink on the floor of the class rooms.

3.10 To help keep the college clean and tidy, students are forbidden from throwing used/ waste materials in and around campus.

3.11 Smoking and chewing any type of tobacco in the campus is strictly prohibited. Consumption of intoxicants, narcotic drugs and psychotropic substances in the campus, and entering the campus after consuming any of the above mentioned are strictly prohibited.

3.12 Mobile Phones are strictly prohibited on the campus. Violation shall lead to fine and confiscation of the gadgets.

3.13 Political activism is strictly banned on the campus. Students are forbidden from organizing or attending meetings other than the official ones. Students resorting to strikes are strictly prohibited from entering the veranda of the building or the classrooms.

3.14 Men students are not allowed to enter the quadrangle which is set aside for the exclusive use of women students. Forcible entry into the area shall be treated as an intrusion into and violation of privacy.

3.15 Strikes, agitations, dharnas, demonstrations, rioting in the classes etc. are not allowed.

3.16 Banners, flags, posters, etc. are not allowed inside the campus and at the gate and on the compound walls.

3.17 No student shall enter a class other than his/ hers when the class is in session except with the written permission of the Principal.

3.18 No outsider should be invited into the college by any group of students, without the knowledge of the Principal.

3.19 No student shall bring and distribute notices or pamphlets in the campus nor shall they collect any funds.

3.20 Cinematic Dance and Fashion shows are not permitted on the campus.

### **Ragging is strictly prohibited**

Ragging is strictly prohibited on the campus. Any instance of ragging will be dealt in accordance with the verdict of Hon. Supreme Court, regulations of the UGC/MHRD and provisions in the Ragging Prohibition Act of the Govt. of Kerala.

### **Dress Code**

3.1.1 The students should be modestly dressed. They shall not wear low waist trousers, Bermuda shorts, Three-fourths, Fancy T-shirts carrying obscene writing, and short/ tight tops, caps and hats.

3.1.2 Girls should wear preferably Saree or Churidar, and Boys Pants/ Dhoti and shirts.

3.1.3 If boys choose to come in Malayali Dress (*Mundu/Dhoti*), only white double dhoti is permitted. Boys shall not tuck up their Dhoti while on the campus.

### **Petitions and Complaints**

4. Students can submit their grievances to the Principal. However, they are not allowed to make complaints in a body or to address any authority in a collective petition. Such combined action is subversive of good order.

4.1 Requests and representations may be made to the Principal by class representatives on behalf of their classes.

4.2 Anonymous petitions or letters will not be attended to.

4.3 After a personal enquiry, the Principal will take a decision on the complaint /representation.

However, in cases where a detailed enquiry is required, the matter will be referred to the Disciplinary Committee.

4.4 No notice of any kind should be circulated among students without the written permission of the Principal.

4.5 No meeting shall be held in the college premises without the written permission of the principal.

4.6 Students should not take part in or attend any political meeting or engage in any public movement that is subversive of good order.

4.7 Any problem relating to student amenities should be brought to the notice of the Principal through the respective counsellors.

### **Fee Regulations**

5. Fees for each semester are to be paid at the beginning of the semester. Special fees shall be collected along with fees for odd semesters.

5.1 Fees shall be collected as per the schedule.

5.2 If a student fails to pay the fee on the due date s/he shall be liable to pay a fine of Rs 5/- along with the fee on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.

5.3 If the fee with the fine of Rs 5/- is not paid on or before the last date fixed for the fine of Rs 5/-, an additional fine of Rs 10/- will be levied. If the fee and fine are not paid before the last opportunity given, the name of the student will be removed from the rolls of the college with effect from the date following the expiry of this period and the student will not get the benefit of attendance from the date of removal from the rolls. The re-admitted student has to apply for the special permission from the Principal and also remit all the arrears of fees with fine. No re-admission fee will be realised in such cases. The re-admitted students will get the benefit of attendance only from the date of re-admission.

5.4 The last opportunity for payment of fee is the last working day of the semester. If that day happens to be a holiday, the last working day previous to such date will be considered as the last opportunity.

5.5 Absence with or without leave from the college will not be an excuse for non-payment of fees at the proper time.

5.6 No part payment of fees will be accepted.

5.7 The fee rates are as per the notification published every year.

5.8 If any student discontinues studies, s/he shall intimate the fact to the Principal in writing, failing which s/he will have to pay the fee for the period s/he remains on the rolls of the college. Acknowledgement thereof should also be obtained from the office while intimating the discontinuance of studies.

5.9 The students of the First-Degree Programme must pay a Recognition fee of Rs 300/-, Matriculation Fee of Rs. 100/- and Eligibility Fee of Rs. 200/-.

5.10 The students from other Universities admitted to the PG programme must pay Matriculation Fee of Rs. 300/- and Recognition Fee of Rs.300/-.

5.11 Rs 5/- is to be paid by all first-year students as Associate Membership fee to the College Co-operative Society.

## **Caution Deposit**

6. Every student on admission to the college should pay the prescribed caution deposit along with the first instalment of the fees.

6.1 The caution deposit will be refunded on completion of the course of study after adjusting dues, if any. However, the caution deposit will be refunded before the completion of the course of study in case the student leaves the college with Transfer Certificate.

6.2 It is the responsibility of the student to claim refund of caution deposit in the prescribed application form on the date notified on the notice board.

6.3 Students should keep in safe custody the receipt issued for the remittance of caution deposit and it should be produced along with the application for refund. Failure to produce the original receipt will result in forfeiture of the claim for refund.

6.4 Claim for refund of caution deposit should be made within twelve months from the date of completion of the course failing which the class number of students who did not claim the refund will be published in the college notice board. Amount that remains unclaimed after two months (April 1 to May 31) from the date of such publication will be forfeited.

## **2. ADMISSION GUIDELINES**

### **2.1 ADMISSION PROCESS**

Any candidate seeking admission in Fatima Mata National 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.

**Age limit: The maximum age limit for admission to the UG programme shall be 23 years as on 1st June of the academic year. For SC/ST candidates, the age limit is 25 years.**

### **2.2.2 NATIVITY**

All candidates applying for admission to Fatima Mata National 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. Latin 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. 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.
- v. 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. Latin 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.
- vi. 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**.
- vii. A candidate may apply for both Aided and un-Aided (Self-Finance) streams if necessary. They



will have to register online and pay separate application fees to do this.

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 Fatima Mata National 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 Fatima Mata National 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 University / Government rules.
- b. Twenty percent of the seats shall be reserved for the candidates belonging to Latin Catholic community. These seats will be filled strictly on the basis of merit from among the students of the community.
- c. Forty 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 Latin 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 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 <sup>st</sup> Place | 2 <sup>nd</sup> Place | 3 <sup>rd</sup> Place | Participation |
|--|-----------------------|-----------------------|-----------------------|---------------|
| International Meet                                   | 100                   | 80                    | 60                    | 40            |
| Combined Indian Universities Team                    | 75                    | 50                    | 25                    | 15            |
| National/ Inter-State/<br>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.

**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 ELIGIBILITY CRITERIA AND MODE OF RANKING FOR FDP PROGRAMMES**

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 there to 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 there to with Chemistry as one of the subjects in the Science group. | Total marks secured for Higher Secondary + marks scored for Chemistry  |
| 4 | Polymer 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.                       | Total marks secured for Higher Secondary + marks scored for Chemistry  |
| 5 | Zoology           | A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent there to with Biology as one of the subjects in the Science group.   | Total marks secured for Higher Secondary + marks scored for Biology  |
| 6 | 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 under science group.     | Total marks secured for Higher Secondary + Marks secured for Biology.  |
| 7 | Psychology        | A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent there  | (a) Total marks in Higher Secondary + 15% weightage of marks scored for Psychology, for those also have studied Psychology as a subject in the Plus two level.<br>(b) 10% weightage of marks scored for Mathematics or Biology (whichever is Higher) for those who have studied Mathematics or Biology, but not Psychology, as subjects in the plus two level. |

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.   |
| 2 | History   | A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto. | Total marks in Higher Secondary + Marks scored by the candidate for History and a weightage of 25 marks for each history paper |



## 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   |
| 2 | Malayalam | A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto. | Total marks in Higher Secondary + the Marks secured in the language concerned as optional under Part III + 50% weightage of marks scored in Part II Second Language concerned at the qualifying examination. |

## FDP UNDER THE FACULTY OF COMMERCE

|   |                                   |  |  |
|---|-----------------------------------|--|--|
| 1 | Commerce (Finance & Co-operation) | A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent there to 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 |
|---|-----------------------------------|--|--|

## CAREER RELATED FIRST DEGREE PROGRAMMES

|   |                                    |  |  |
|---|------------------------------------|--|--|
| 1 | Commerce with Computer Application | A pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent there to 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   |
| 2 | English & Communicative 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 (candidates who have studied Communicative English as a paper (main/ optional) for their +2 examination, 50% of the marks obtained for the above paper shall also be added) |
| 3 | Computer Applications (BCA)        | 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 optional subjects.                       | Total marks in Higher Secondary + marks for Mathematics.   |

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”.

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).**

- i. 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 =  $2x\{(60 \times 2) + (200/300 \times 400)\} = 2x(120 + 266.66) = 2x386.66 = 773.32$
  - 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), and the bonus marks for admission of Post Graduate Programme is 5 marks. 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)

#### **2.4.5 RULES FOR ADMISSION OF STUDENTS TO POST-GRADUATE PROGRAMMES**

##### **2.4.5.1 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.

For all PG Programmes, the subject chosen for study at the Master's level should be the same as the Core Course under the CBCSS at the Bachelor's degree level, or the Main subject under the conventional scheme for a Bachelor's degree. In case, the Core Course is different from the subject opted for admission, eligibility will be decided according to the existing rules of the University.

##### **2.4.5.2 ELIGIBILITY CRITERIA FOR VARIOUS PG PROGRAMMES**

Candidates seeking admission to PG Degree courses must satisfy the academic eligibility as described in the following sub clauses

|   |  |  |
|---|--|--|
| GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN CBCS PATTERN - 2013 ADMISSION | GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN CBCS PATTERN | GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN ANNUAL SCHEME/ OTHER PATTERN |
|---|--|--|

#### **M.A. ENGLISH LANGUAGE AND LITERATURE**

|   |  |  |
|---|--|--|
| <p>B. A. English as Core Course securing not less than 4.5 CCPA out of 10 or graduation in any programme in the Faculties of Arts, Social Sciences, Science, Oriental Studies and Fine Arts securing not less than 5 CCPA out of 10 for English Language Courses (common courses)/ B.A. English &amp; Communicative English/ B.A. English Language and Literature under CBCS System.<br/>For Non-English degree holders, the maximum credits that can be earned in English Language Course should be at least of 19 Credits to acquire eligibility for admission.</p> | <p>B. A. English as Core Course securing not less than 1.8 CGPA(S) out of 4 or graduation in any programme in the Faculties of Arts, Social Sciences, Science, Oriental Studies and Fine Arts securing not less than 2 CGPA out of 4 for English Language Courses (common courses)/ B.A. English &amp; Communicative English/ B.A. English Language and Literature under CBCS System.<br/>For Non-English degree holders, the maximum credits that can be earned in English Language Course should be at least of 19 Credits to acquire eligibility for admission.</p> | <p>B.A. English as optional main subject securing not less than 45% in Part III including subsidiaries or Graduation in any subject in the Faculties of Arts, Social Sciences, Science, Oriental studies and Fine Arts securing not less than 50% marks in Part I English)/B.A. Communicative English (vocational)/ B.A. English Language and Literature and B.A. Communicative English (Restructured) (U.O No. Ac.AII /3/4961/06 dtd 22.06.06).<br/>For Non-English degree holders, the maximum marks that can be awarded in Part I should be at least of 300 marks to acquire eligibility for admission.</p> |
|---|--|--|

### M.A. MALAYALAM

|  |  |   |
|--|--|---|
| <p>B.A. with Malayalam as Core Course securing not less than 4.5 CCPA(S) * out of 10 or B.A./B.Sc. with Malayalam as additional language Course securing not less than 5 CCPA out of 10 for additional language course/ B.A Malayalam and Mass Communication (Career related/Restructured)</p> | <p>B.A. with Malayalam as Core Course securing not less than 1.8 CGPA(S)* out of 4 or B.A./B.Sc. with Malayalam as additional language Course securing not less than 2 CGPA out of 4 for additional language course/ B.A Malayalam and Mass Communication (Career related/ Restructured)</p> | <p>B.A. with Malayalam Language as optional Main subject under Part III securing not less than 45% marks for that Part or B.A./B.Sc. with Malayalam as additional language under Part II securing not less than 50% marks for that part/ B.A Malayalam and Mass Communication (Restructured).</p> |
|--|--|---|

### M.A. ECONOMICS

|  |   |   |
|--|---|---|
| <p>Graduation in Economics, Mathematics or Statistics with not less than 4.5 CCPA(S)* out of 10. CCPA secured for Core Course [Economics] converted to percentage (by the formula provided by respective Universities) will be added to CCPA(S)* converted to percentage as weightage.</p> | <p>Graduation in Economics, Mathematics or Statistics with not less than 1.8 CGPA(S)* out of 4. CGPA secured for Core Course [Economics] converted to percentage (by the formula provided by respective Universities) will be added to CGPA(S)* converted to percentage as weightage.</p> | <p>Graduation in Economics, Mathematics or Statistics with not less than 45% marks in part III optional subjects. Marks secured for Economics main [out of 600] is to be taken as weightage and added to total marks [800] in Main &amp; Sub. UO Ac.AII/3/ 2791[18]/07 dtd 03-07-2007</p> |
|--|---|---|

### M.Sc. MATHEMATICS

|   |  |   |
|---|--|---|
| <p>B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5CCPA(S) out of 10 / B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial Chemistry (Vocational)/Electrical Equipment Maintenance (Vocational), Computer Application (Career Related/ Vocational). (A quota not exceeding 10% of the total seats may be filled up from students of Career Related/vocational stream)/ B.Sc. Physics &amp; Optical Instrumentation (Restructured)/ B.Sc. Physics &amp; Computer Applications (Career Related/Restructured)</p> | <p>B.Sc. with Mathematics or Statistics as Core Course securing not less than 2.2 CGPA(S) out of 4 / B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial Chemistry (Vocational)/ Electrical Equipment Maintenance (Vocational), Computer Application (Career Related/ Vocational). (A quota not exceeding 10% of the total seats may be filled up from students of Career Related/vocational stream)/ B.Sc. Physics &amp; Optical Instrumentation (Restructured)/ B.Sc. Physics &amp; Computer Applications (Career Related/Restructured)</p> | <p>B.Sc. with Mathematics or Statistics as optional Main subject under Part III scoring not less than 55% marks for that part/ B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial Chemistry (Vocational)/ Electrical Equipment maintenance (Vocational), Computer applications (Vocational). (A quota not exceeding 10% of the total seats may be filled up from students of vocational stream). B.Sc. Physics &amp; Optical Instrumentation (Restructured)/ B.Sc. Physics &amp; Computer applications (Restructured)</p> |
|---|--|---|

### M.Sc. PHYSICS

|   |  |   |
|---|--|---|
| <p>B.Sc. with Physics as Core Course and Mathematics as one of the Complementary Courses securing not less than 5.5 CGPA(S) out of 10 / B.Sc Optical Instrumentation (Vocational), Instrumentation(Vocational) / Electrical Equipment Maintenance (Vocational), Computer Applications (Career Related/ Vocational)/ B.Sc. Physics &amp; Optical Instrumentation Re-structured)/ B.Sc. Physics &amp; Computer Applications (Career Related/Re- structured)</p> | <p>B.Sc. with Physics as Core Course and Mathematics as one of the Complementary Courses securing not less than 2.2 CGPA(S) out of 4 / B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational)/ Electrical Equipment Maintenance (Vocational), Computer Applications (Career Related/ Vocational)/ B.Sc. Physics &amp; Optical Instrumentation Re-structured)/ B.Sc. Physics &amp; Computer Applications (Career Related/Re-structured)</p> | <p>B.Sc. with Physics as optional Main subject a Mathematics as one of the subsidiary subjects under 55% marks for that part/ B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational)/Electrical Equipment maintenance (Vocational), Computer Applications (Vocational) / B.Sc. Physics &amp; Optical Instrumentation (Restructured)/ B.Sc. Physics &amp; Computer Applications (Restructured)</p> |
|---|--|---|

### M.Sc. CHEMISTRY

|   |  |   |
|---|--|---|
| B.Sc. with Chemistry or Polymer Chemistry as Core Course and Mathematics as one of the Complementary Course securing not less than 5.5 CCPA(S) out of 10/ B.Sc. Industrial Chemistry (Vocational) / B.Sc. Chemistry and Industrial Chemistry (Career related/ Restructured) | B.Sc. with Chemistry or Polymer Chemistry as Core Course and Mathematics as one of the Complementary Course securing not less than 2.2 CGPA(S) out of 4/B.Sc. Industrial Chemistry (Vocational) /B.Sc. Chemistry and Industrial Chemistry (Career related/ Restructured) | B.Sc. with Chemistry or Polymer Chemistry as optional Main subject and Mathematics as one of the subsidiary subjects under Part III securing less than 55% marks for that part/ B.Sc. Industrial Chemistry (Vocational)/B.Sc. Chemistry and Industrial Chemistry Restructured |
|---|--|---|

### **M.Sc. ZOOLOGY**

|  |  |  |
|--|--|--|
| B.Sc. with Zoology as Core Course with not less than 5.5 CCPA[S] out of 10/ B.Sc. Industrial Fish and Fisheries (Vocational)/ B.Sc. Biological Techniques and Specimen Preparation (Vocational)/ B.Sc. Clinical Nutrition and Dietetics (If zoology is one of the Core Courses)/ B.Sc. Industrial Microbiology (Vocational)/ (If Zoology is one of the Core Courses)/ B.Sc. Biotechnology (Vocational)/ (If zoology is one of the Core Courses). | B.Sc. with Zoology as Core Course with not less than 2.2CGPA[S] out of 4/ B.Sc. Industrial Fish and Fisheries (Vocational)/ B.Sc. Biological Techniques and Specimen Preparation (Vocational)/B.Sc. Clinical Nutrition and Dietetics (If zoology is one of the Core Courses)/ B.Sc. Industrial Microbiology (Vocational)/ (If Zoology is one of the Core Courses)/B.Sc. Biotechnology (Vocational)/ (If zoology is one of the Core Courses). | B.Sc. with Zoology as optional Main subject under Part III with not less than 55% marks for that part/ B.Sc. Industrial Fish and Fisheries (Vocational)/ B.Sc. Biological Techniques and Specimen Preparation (Vocational)/ B.Sc. Clinical Nutrition and Dietetics (If zoology is one of the main subjects)/ B.Sc. Industrial Microbiology (Vocational) (If Zoology is one of the main subjects)/ B.Sc. Biotechnology (Vocational) (If Zoology is one of the main subjects). |
|--|--|--|

### **M.Sc. BOTANY**

|  |   |  |
|--|---|--|
| <p>B.Sc. with Botany as Core Course with not less than 5.5 CCPA(S)* out of 10. B.Sc. Clinical Nutrition and Dietetics (Vocational) (If Botany is one of the Core Course)/B.Sc. Industrial Microbiology (Vocational) (If Botany is one of the Core Course)/B.Sc. Biotechnology (Vocational) (If Botany is one of the Core Course)/ B.Sc. Botany and Biotechnology (Career related/restructured). B.Sc. Vocational course with the subject combinations Biotechnology, Chemistry, Zoology/</p> | <p>B.Sc. with Botany as Core Course with not less than 2.2 CGPA(S)* out of 4. B.Sc. Clinical Nutrition and Dietetics (Vocational) (If Botany is one of the Core Course)/B.Sc. Industrial Microbiology (Vocational) (If Botany is one of the Core Course)/B.Sc. Biotechnology (Vocational) (If Botany is one of the Core Course)/ B.Sc. Botany and Biotechnology (Career related/restructured). B.Sc. Vocational course with the subject combinations Biotechnology, Chemistry, Zoology/Botany are also eligible</p> | <p>B.Sc. with Botany as optional Main subject under Part III with not less than 55% marks for that part / B.Sc. Clinical Nutrition and Dietetics (Vocational) (If Botany is one of the main subjects)/B.Sc. Industrial Microbiology (Vocational)(If Botany is one of the main subjects)/ B.Sc. Biotechnology (Vocational) (If Botany is one of the main subjects)/ B.Sc. Botany and Biotechnology (restructured). B.Sc. Vocational course with the subject combinations Biotechnology, Chemistry, Zoology/ Botany are also eligible.</p> |
|--|---|--|

### M.Com.

|  |   |   |
|--|---|---|
| <p>Commerce as Core Course with not less than 4.5 CCPA[S] out of 10/ B.Com. Computer Application/ B.Com. Tourism and Travel Management (Career Related/ Vocational/ Restructured)/ B.Com. Tax Procedure and Practices (Career Related/ Vocational/ Restructured)/ B.Com. Actuarial Science (Vocational)/ B.Com. Office Management &amp; Secretarial Practice/ B.Com. Hotel Management and Catering (Career Related/ Re- structured). BBA/BBS/BBM graduates are also eligible. 80% of the total seats for M.Com. Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com. Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS based on merit (U.O. No. Ac.AIII/ 1/4061/ 2013, dated 09.07.2014)</p> | <p>Commerce as Core Course with not less than 1.8 CGPA[S] out of 4/ B.Com. Computer Application/ B.Com. Tourism and Travel Management (Career Related/ Vocational/ Restructured)/ B.Com. Tax Procedure and Practices (Career Related/ Vocational/ Restructured)/ B.Com. Actuarial Science (Vocational)/ B.Com. Office Management &amp; Secretarial Practice/ B.Com. Hotel Management and Catering (Career Related/ Re- structured). BBA/BBS/ BBM graduates are also eligible. 80% of the total seats for M.Com. Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com. Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS based on merit (U.O. No. Ac.AIII/1/4061/ 2013, dated 09.07.2014)</p> | <p>B.Com. with not less than 45% marks in part III optional subjects/B.Com. Computer Application/ B.Com. Tourism and Travel Management (Vocational and Restructured)/ B.Com. Tax procedure and Practices (Vocational and Restructured)/ B.Com. Actuarial Science (Vocational)/ B.Com. Office Management &amp; Secretarial Practice/ B.Com. Hotel Management and Catering (Restructured)/ BBA/BBS/BBM. 80% of the total seats for M.Com. Degree Courses in affiliated Colleges shall be reserved for candidates with B.Com. Degree and the remaining 20% seats open to Graduates of B.Com. and BBA, BBS &amp; BBM Degree holders, if otherwise eligible based on merit. (U.O. No. Ac.AIII/ 1/4061/ 2013, dated 09.07.2014)</p> |
|--|---|---|

### M.Sc. PSYCHOLOGY



|  |   |  |
|--|---|--|
| <p>1. BA/BSc Graduates in Psychology with not less than 4.5CCPA(S) *out of 10.<br/>2. Graduates in other disciplines who have studied at least one paper in Psychology/ Animal Behaviour/ Animal or Human Physiology/ Child Development/ Counselling. The paper should carry maximum marks of 100 or more or 10% of the total marks for the course or more. 3. Graduates in other disciplines, who have passed the one-year Diploma course in Psychology/ Counselling offered/recognized by the University of Kerala or a B.Ed. Degree as additional qualification. (U.O.No. Ac.AII/2/45614/ MSc Counselling/ 2013 dated 25.06.2014)</p> | <p>1. BA/BSc Graduates in Psychology with not less than 1.8 CGPA(S) *out of 4.<br/>2. Graduates in other disciplines who have studied at least one paper in Psychology/ Animal Behaviour/ Animal or Human Physiology/ Child Development/ Counselling. The paper should carry maximum marks of 100 or more or 10% of the total marks for the course or more. 3. Graduates in other disciplines, who have passed the one-year Diploma course in Psychology/ Counselling offered/recognized by the University of Kerala or a B.Ed. Degree as additional qualification. (U.O.No. Ac.AII/2/ 45614/ MSc Counselling/ 2013 dated 25.06.2014)</p> | <p>1. BA/BSc Graduates in Psychology with not less than 45% marks in Part III of the concerned optional subjects (including Subsidiaries).<br/>2. Graduates in other disciplines who have studied at least one paper in Psychology/ Animal Behaviour/ Animal or Human Physiology/ Child Development/ Counselling. The paper should carry maximum marks of 100 or more or 10% of the total marks for the course or more. 3. Graduates in other disciplines, who have passed the one-year Diploma course in Psychology/ Counselling offered/recognized by the University or a B.Ed. Degree as additional qualification. (U.O.No. Ac.AII/2/45614/MSc Counselling/2013 dated 25.06.2014)</p> |
|--|---|--|

## 2.4.5.2 STANDARDIZATION OF MARKS FOR ADMISSION TO POST-GRADUATE PROGRAMMES

### 2.4.5.2.1 PREPARATION OF RANKLIST

The rank list for PG Degree courses will be prepared on the basis of marks/CGPA (S) obtained in the qualifying examination in Part III Subjects/Core and Complimentary Courses, (including weightage/deduction where ever applicable), unless otherwise mentioned. The rank list will be prepared based on the total marks/ Percentage of CGPA (S)/ CCPA(S) (converted by the formula provided by the respective University) obtained by the candidate out of 1000. All grades will be converted into percentage of marks for preparation of rank list.

Please see below the mode of calculation of CGPA(S)/ CCPA(S) in various streams of the FDP (ONLY FOR INFORMATION)

- For BA/ BSc programmes (Schedule 1):  

$$\text{CGPA(S)} = \frac{\{(\text{CGPA (Core Course)} \times \text{Core course Credit}) + (\text{CGPA (Complementary Course I)} \times \text{Complementary Course I Credit}) + (\text{CGPA (Complementary Course II)} \times \text{Complementary Course II Credit})\}}{\{\text{Core Course Credit} + \text{Complementary Course I Credit} + \text{Complementary course II Credit}\}}$$
- For B.Com. (Schedule 2):  

$$\text{CGPA(S)} = \frac{\{(\text{CGPA (Core Course)} \times \text{Core Course Credit}) + (\text{CGPAC (Complementary Course)} \times \text{Complementary Course Credit})\}}{\{\text{Core Course Credit} + \text{Complementary Course Credit}\}}$$

### 2.4.5.2.2 RELAXATION IN THE GRADE POINTS/ MARKS IN THE QUALIFYING EXAMINATION

|   | CBCSS SCHEME  | ANNUAL SCHEME  |
|---|---|--|
| 1 | Scheduled Caste/Scheduled Tribe Category:<br>A pass in the Qualifying Examination with minimum CGPA(S) of 1.4/ CCPA(S) of 4                           | Scheduled Caste/Scheduled Tribe Category: A pass in the Qualifying Examination, with minimum 35%                           |
| 2 | SEBC Category:<br>A relaxation of CGPA(S) (corresponding to 2%) in the Qualifying Examination from the prescribed minimum is allowed.                 | SEBC Category:<br>A relaxation of 2% in the Qualifying Examination from the prescribed minimum is allowed.                 |
| 3 | Persons with Disability Category: A relaxation of CGPA(s) (corresponding to 5%) in the Qualifying Examination from the prescribed minimum is allowed. | Persons with Disability Category: A relaxation of 5% in the Qualifying Examination from the prescribed minimum is allowed. |

|     | CBCSS SCHEME   | ANNUAL SCHEME   |
|-----|--|---|
| 1.  | M.A. Degree Programmes:<br>Subject to the General principles and the University Rules regarding minimum marks/Grades, the ranking for M.A. Degree courses shall be as follows:   |   |
| 1.a | M.A. English   |   |
|     | In ranking, a weightage of 5% will be added to candidates who have studied English as Core Course and this weightage will be added to their percentage of marks in English Language or CGPA[S]/ CCPA {S} (Core and Complementary) whichever is advantageous to the candidates<br>For Non-English degree holders, the maximum Credits that can be earned in English language Course should be at least 19 Credits to acquire eligibility for admission. | In ranking, a weightage of 5% will be added to Optional English and this weightage will be added to their percentage of marks in Part I or Part III, whichever is advantageous to the candidates.<br>Only the total of the marks secured for Core subjects of S2, S4 and S6 in respect of holders of BA degree in Communicative English, will be considered for ranking purposes. |

|     |   |   |  |
|-----|---|---|--|
|     | <p>An additional weightage of 5 marks be given to all students from the University of Kerala. This mark shall be added to the mark secured for English Language Course or CGPA[S]/ CCPA{S} as the case may be. In respect of BA degree holders in English Language and Literature, the 5 marks will be added after adding the 5% of marks to CGPA[S]/ CCPA{S} or English Language Course as specified in Para I. In case there is a tie, preference will be given in the following order:<br/>CGPA/ CCPA in English.<br/>CGPA/ CCPA English Language Course<br/>CGPA/ CCPA for Additional Language Course<br/>CGPA/ CCPA for Non- English Graduates</p>   | <p>For Non-English degree holders, the maximum marks that can be awarded in Part I should be at least of 300 marks to acquire eligibility for admission.<br/>An additional weightage of 5 marks be given to all students from the University of Kerala. This mark shall be added to the mark secured for Part I or Part III as the case may be. In respect of BA degree holders in English Language and Literature, the 5 marks will be added after adding the 5% of marks to Part III or Part I as specified in Para I. In case there is a tie, preference will be given in the following order:<br/>Marks for Part III English.<br/>Marks for Part I English<br/>Marks for Part II Language Marks for Part III Non-English Main</p> |  |
| 1.b | <p>M.A in Other Languages:</p> <p>The percentage of marks for Additional Language Course in the case of other languages and percentage of marks for Part III or Part IV, as the case may be with regard to those who have taken the languages concerned under Part III or Part IV to be taken into account. To the higher of the two figures, a weightage of 10 marks may be added to those who have studied the languages under Part III or Part IV and the higher of the two resulting figures should be taken as the final ranking marks. A weightage of 10% marks may be added to those who have studied the language subjects under the Faculty of Oriental Studies under Part III or Part IV.</p> |   |  |
| 1.c | <p>M. A in Other Subjects:</p> <p>1.The candidates will be ranked on the basis of the CGPA[S]/ CCPA{S} obtained and the same will be converted into marks for the purpose of indexing /ranking.</p> <p>2. A weightage of 10 marks will be given to those who have studied the subjects concerned as Core Course and those who have studied the subject as Complimentary Course</p>  | <p>1.The candidates will be ranked on the basis of total marks obtained for the optional subjects.</p> <p>A weightage of 10 marks will be given to those who have studied the subjects concerned as optional for the Degree course and those who have studied the subject under part III for the Degree course</p>  |  |
|     | GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN CBCS PATTERN - 2013 ADMISSION   | GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN CBCS PATTERN  | GRADUATES WHO HAVE PASSED QUALIFYING EXAMINATION IN ANNUAL SCHEME/ OTHER PATTERN |
| 2   | M.Sc. Degree Programmes   |   |  |

|   |   |  |  |
|---|---|--|--|
|   | <p>The candidates will be ranked on the basis of the CCPA[S] plus the CGPA of the Core, i.e.,</p> $A = \frac{\{(CCPA(S) \times \text{Total Credits}) + (CCPA \text{ of the concerned Core course} \times \text{credits of Concerned Core Course})\}}{\text{Total Credits} + \text{Credit of the concerned Core course}}$ <p><b>B=A x10</b><br/><b>B is then normalized to 1000.</b></p>   | <p>The candidates will be ranked on the basis of the CGPA[S]* plus the CGPA of the Core, i.e.,</p> $A = \frac{\{(CGPA(S) \times \text{Total Credits}) + (CGPA \text{ of the concerned Core course} \times \text{Credits of the concerned core course})\}}{\text{Total Credits} + \text{Credit of the concerned core course}}$ <p><b>B=A x 25</b><br/><b>B is then normalized to 1000.</b></p>  | <p>The candidates will be ranked on the basis of total marks obtained for the optional subjects plus the marks obtained in the Optional Main subject.</p> <p>i.e., [Part III Total Marks (out of 1000) + Marks obtained in the concerned Main (out of 600)/ 1600] x 1000.</p> <p>In the case of candidates who have qualified under three main system, the marks obtained in the three mains plus the marks obtained in the main concerned will be used for ranking.</p> |
| 3 | M.Com Degree Programme  |  |  |
|   | <p>Candidates qualified in CBCS pattern will be ranked on the basis of the CCPA obtained in the Core and Complementary Courses.</p> $A = \frac{\{(CCPA (\text{Core Course}) \times \text{Core Course Credit}) + (CCPA (\text{Complementary Course}) \times \text{Complementary Course Credit})\}}{\text{Total Credit for Core} + \text{Total Credit for Complementary}}$ <p><b>B=A x10</b><br/><b>B is then normalized to 1000.</b></p> | <p>Candidates qualified in CBCS pattern will be ranked on the basis of the CGPA obtained in the Core and Complementary Courses.</p> $A = \frac{\{(CGPA (\text{Core Course}) \times \text{Core Course Credit}) + (CGPA (\text{Complementary Course}) \times \text{Complementary Course Credit})\}}{\text{Total Credit for Core} + \text{Total Credit for Complementary}}$ <p><b>B=A x 25</b><br/><b>B is then normalized to 1000.</b></p> | <p>The internal marks awarded at the B.Com. level will not be considered while calculating index marks.</p> <p>NOTE: In case of the candidates who have passed the Vocational/ Restructured, the marks scored in the University Examination (2nd, 4th and 6th semesters) alone will be considered for ranking purpose</p>  |

#### 2.4.5.3.4 ADDITIONAL WEIGHTAGE / DEDUCTION OF MARKS

Weightage of marks will be given to the candidate as per subsection (a), and deduction will be made as per subsection (b). Weightage/ deduction of marks will be effected as follows:

- a. Five (5) marks each for certificate holders of National Service Scheme [NSS]/ National Cadet Corps [NCC] for participation in NSS/NCC at the Degree level. Candidates who achieved 'C' Level certificate in NCC before Degree also shall be given 5 marks weightage for indexing/ranking since 'C' Level Certificate is the highest level of Certificate given to the students. Weightage marks may be added to the marks scored by the candidate either to make him eligible for admission to a course of study or for ranking purposes to those who are otherwise eligible for admission. In the case of candidates who get this

eligibility by this bonus marks, their ranking mark will be the sum of scored marks and the bonus marks.

**Note:** (i) In respect of candidates who want to avail bonus marks for NCC the marks will be awarded on the basis of NCC Certificates signed by the Director and issued by the Directorate of NCC 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 course for which admission is sought. (Except 'C' Certificate holders in NCC)

(ii) In respect of candidates who want to avail bonus marks for NSS the marks will be awarded on the basis of NSS Certificates signed by the Vice Chancellor and issued by the University to volunteers who have completed 240 hours of work within a period of two years in the course of study immediately preceding the course for which admission is sought.

(iii) The benefit of bonus marks for purpose of admission can be availed by the candidates only under any one category (either NCC or NSS).

b. Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below:

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

*Note: Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.*

c. There is no weightage/ grace marks for dependents of ex-servicemen for admission to PG Programmes.

#### **2.4.5.3.5 RESOLVING OF TIE**

- In the case of more than one candidate obtaining equal index marks (Including weightage/ deduction, if applicable), the candidate who has scored more marks in Part III Main will be placed higher in ranking. If the tie persists, the candidate who has scored more marks in Part I / Part II English will be placed higher in ranking.
- If the tie still persists the age of the candidates will be taken into account, the older being placed higher in the ranking. Even after this exercise, if the tie persists the alphabetical order of the first name of the candidates will be considered.

#### **2.4.5.3.6 SPECIAL NOTE FOR APPLICANTS FROM B.A(HONS) ENGLISH OF KERALA UNIVERSITY**

- B.A. English (Honours) Degree holders from Kerala University can enter their total marks (out of 3000) in the place of Core 1 and also in the place of Grand Total marks. They should not enter the values in other columns.

#### **2.4.5.3.7 SPECIAL NOTE FOR STUDENTS FROM M.G UNIVERSITY**

- Applicants to various PG Programmes who have qualified from MG University in March/April 2017 should calculate their CGPA for Core 1 (when entering their marks for the qualifying examination) in the following manner.

CGPA for Core 1=

{(CCPA of Core courses x credits for core) +  
 (CCPA of Choice-based core course x credits for Choice-based core) + (CCPA of Project 1 x credits for  
 Project 1)}

Divided by

(Credits for core + credits for Choice-based core + credits for Project 1)

*For example, suppose the Grade Card of a student is as follows:*

| COURSE CATEGORY          | MAX MARKS | CCPA  | CREDITS | GRADE |
|--------------------------|-----------|-------|---------|-------|
| COMMON COURSE            |           |       |         |       |
| Common Course 1          | 600       | 7.36  | 22      | B     |
| Common Course 2          | 400       | 8.50  | 16      | A     |
| CORE COURSE              |           |       |         |       |
| Core Course              | 1200      | 9.42  | 46      | A+    |
| Complementary 1          | 400       | 9.15  | 14      | A+    |
| Complementary 2          | 400       | 9.60  | 14      | A+    |
| Open Course              | 100       | 10.00 | 3       | A+    |
| Project 1                | 100       | 10.00 | 1       | A+    |
| Choice Based Core Course | 100       | 8.00  | 4       | B     |

CGPA for Core 1 =  $(9.42 \times 46) + (8.00 \times 4) + (10.00 \times 1) / (46 + 4 + 1) = 475.32 / 51 = 9.32$

The Grades must be entered in the application form as follows

| COURSE                 | CREDITS | CGPA  |
|------------------------|---------|-------|
| Common Course 1        | 22      | 7.36  |
| Common Course 2        | 16      | 8.50  |
| Core 1                 | 51      | 9.32  |
| Core 2                 |         |       |
| Core 3                 |         |       |
| Complementary Course 1 | 14      | 9.15  |
| Complementary Course 2 | 14      | 9.60  |
| Open Course            | 3       | 10.00 |

### **SUPPLEMENTARY NOTES:**

FOR ADMISSION TO FDP PROGRAMMES

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.

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

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 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)

#### FOR ADMISSION TO PG PROGRAMMES

- i. A candidate can apply for more than one PG Programme if they are eligible for it; to do so, they must apply separately for each programme.
- ii. Item iii. above is applicable also to admission for PG Programmes.

## LIST OF TEACHERS

### English

|                              |        |            |
|------------------------------|--------|------------|
| Dr Vincent B. Netto          | Male   | Asso.Prof. |
| Dr Cynthia Catherine Michael | Female | Asso.Prof. |
| Dr Parvathy.S                | Female | Asso.Prof. |
| Dr Supriya.M                 | Female | Asso.Prof. |
| Dr Clara Dernadette Reshma   | Female | Asst.Prof. |
| Mr Stancilaus S              | Male   | Asst.Prof. |
| Dr Manoj S                   | Male   | Asst.Prof. |
| Christy Clement              | Male   | Asst.Prof. |
| Dr Mercy Famila Y            | Female | Asst.Prof. |
| Mr Sony J                    | Male   | Asst.Prof. |
| Ms Jaya Sunny                | Female | Asst.Prof. |

### Malayalam

|                   |        |            |
|-------------------|--------|------------|
| Dr Shelly.M.R.    | Male   | Asst.Prof. |
| Mrs Mary C        | Female | Asst.Prof. |
| Mrs Patricia John | Female | Asst.Prof. |
| Mrs Alice Dominic | Female | Asst.Prof. |
| Mrs Asa Stephen   | Female | Asst.Prof. |
| Dr Sanitha N G    | Female | Asst.Prof. |
| Mr Manoj Kumar V  | Male   | Asst.Prof. |
| Mrs Roshini       | Female | Asst.Prof. |

### Hindi

|                     |      |            |
|---------------------|------|------------|
| Dr Satheesh Kumar.G | Male | Asso.Prof. |
|---------------------|------|------------|

### French

|                      |        |            |
|----------------------|--------|------------|
| Mrs Linda Pious John | Female | Asst.Prof. |
|----------------------|--------|------------|

### Sanskrit

|             |      |            |
|-------------|------|------------|
| Mr Girish U | Male | Asst.Prof. |
|-------------|------|------------|

### Economics

|                    |        |            |
|--------------------|--------|------------|
| A.R.Tituts         | Male   | Asst.Prof. |
| Mrs Shalini Mathew | Female | Asst.Prof. |
| Dr Mary Antony     | Female | Asst.Prof. |



|                |        |            |
|----------------|--------|------------|
| Mr Ratheesh C  | Male   | Asst.Prof. |
| Ms Minu Elza R | Female | Asst.Prof. |
| Mrs Stella S   | Female | Asst.Prof. |

### Mathematics

|                   |        |            |
|-------------------|--------|------------|
| Mrs Sylvia Antony | Female | Asso.Prof. |
| Mrs Ann Varghese  | Female | Asst.Prof. |
| Mrs Sindhu V      | Female | Asst.Prof. |
| Dr Anil kumar. R  | Male   | Asst.Prof. |
| Dr Rosini. B      | Female | Asst.Prof. |

### Statistics

|                      |        |            |
|----------------------|--------|------------|
| Mrs Grata Ildaphonse | Female | Asso.Prof. |
|----------------------|--------|------------|

### Physics

|                     |        |             |
|---------------------|--------|-------------|
| Mrs Vimala.V        | Female | Asso.Prof.  |
| Dr Jojo P.J.        | Male   | Asso.Prof.  |
| Mr Ratheesh Kumar R | Male   | Asst.Prof.  |
| Mrs Sheena Mary Y   | Female | Asst.Prof.  |
| Mr Ignatius J       | Male   | Asst.Prof.  |
| Mr Sunil A          | Male   | Asst. Prof. |

### Chemistry

|                           |        |            |
|---------------------------|--------|------------|
| Dr Sheeja Mathew          | Female | Asso.Prof. |
| Dr Suma.N                 | Female | Asso.Prof. |
| Dr Apsara A P             | Female | Asst.Prof. |
| Dr Sarau Devi A           | Female | Asst.Prof. |
| Dr Biju Mathew            | Male   | Asst.Prof. |
| Dr Manohar.D. Mullasserry | Male   | Asst.Prof. |
| Dr Noeline.B. Fernandez   | Female | Asst.Prof. |
| Dr Mary Nancy.T.E.        | Female | Asst.Prof. |
| Ms Mini.V.                | Female | Asst.Prof. |
| Dr Shibu Joseph ST        | Male   | Asst.Prof. |
| Mrs Sherine Mol CB        | Female | Asst.Prof. |

### Zoology

|                                   |        |            |
|-----------------------------------|--------|------------|
| Dr Shirly Williams.E              | Female | Asso.Prof. |
| Mrs Nisha Thomas<br>Panikkaveetil | Female | Asst.Prof. |
| Dr Sarlin P J                     | Female | Asst.Prof. |

### Botany

|                      |        |            |
|----------------------|--------|------------|
| Dr Marilyn V.J.      | Female | Asso.Prof. |
| Mrs Nirmala Jayarani | Female | Asso.Prof. |
| Dr A.S.Rubin Jose    | Male   | Asst.Prof. |
| Dr Shaiju P N        | Male   | Asst.Prof. |
| Dr Sinilal B         | Male   | Asst.Prof. |

### Psychology

|                  |      |            |
|------------------|------|------------|
| Dr Anil Jose P S | Male | Asst.Prof. |
| Dr Sajimon P.P   | Male | Asst.Prof. |

### Commerce

|                        |        |                    |
|------------------------|--------|--------------------|
| Dr Joseph James        | Male   | Asso.Prof.         |
| Dr Valasala Chandran   | Male   | Asso.Prof.         |
| Dr Catherine E Pereira | Female | Jr.Lect.           |
| Mrs Amritha Nelson     | Female | Part-time<br>Lect. |
| Mrs Jain Rani S        | Female | Asst.Prof.         |
| Mr Peter John          | Male   | Asst.Prof.         |
| Dr Sangeetha Vincent   | Female | Asst.Prof.         |
| Mr John Britto J       | Male   | Asst.Prof.         |

### Sports

|                             |        |            |
|-----------------------------|--------|------------|
| Dr Maria Padma<br>W.Miranda | Female | Asso.Prof. |
| Dr Saju.S                   | Male   | Asso.Prof. |

## **INFRASTRUCTURE**

### **Area**

The college believes in providing a good ambience combined with state-of-the-art infrastructure with a land area of 14.96 acres and building area of 24,428 m<sup>2</sup> which includes various playgrounds suitable for training, and organizing competitions for the students enrolled in our college.

### **Chapel**

There is a chapel in the Jubilee block ground floor.

### **Classrooms & Lecture Halls**

There are a total 58 classrooms distributed among the 4 buildings in the main campus and a total of 12 classrooms in the annexure campus

### **Labs & Library**

There are 14 Practical Labs, 5 Computer Labs, 7 Research Labs, 4 Seminar Halls, Instrumentation Room in the main campus and an additional computer lab in the annexure campus.

Library is located in the center of the main building and covers two floors, comprising 85670 books, 70 Academic Journals, 60 Magazines, more than 100 academic CDs, in-house research database etc. and a reading room with a total seating capacity of 108 chairs.

### **Halls & Auditorium**

A fully airconditioned seminar hall with a seating capacity of 150 in Jubilee Block building, a Gallery with a seating capacity of 100, a seminar hall of seating capacity of 70 near the botany department and an auditorium with a seating capacity of 750 students in the main building of main college campus. There is also another auditorium with a seating capacity of 200 and a fully airconditioned hall with a seating capacity of 60 in the annexure campus of the college

### **Canteen**

The new canteen comes with shining chrome furniture, artistic walls, washbasins and other amenities. The College canteen accommodates 100 students at a time. The canteen remains operational from 9 am to 5 pm. It not only provides for the staff and students on a day to day basis, but also caters for the various functions conducted in the college.

### **IT Facilities**

A well-established LAN provides connectivity to the 150 computers in the various departments on a Free Wi-Fi campus.

### **Sports Facilities**

A gym, 2 basketball courts, a multipurpose hockey ground in the front side of the college and a cricket ground in the back side of the college main campus. There is also a multipurpose basketball court in the annexure campus.

### **Other Facilities**

A Zoology Museum, Botanical Garden, Herbarium, a pond a butterfly garden and 2 fully airconditioned conference rooms

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

### **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.

### **RAGGING**

"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."

**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; NO.F.15-3/2013(ARC) PT.III DT 25 DE- CEMBER 2013 (SECOND AMENDMENT); NO. F. 1-15-/2009 (ARC) DT 29TH JUNE, 2016 -(THIRD AMENDMENT)**

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 (Clause 3 of UGC Regulations): Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other students by students;

- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

#### **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 all 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. UGC monitoring agency: 09871170303; 09818400116 (only in cases of emergency).**

#### **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/ Dismissal from the college.
2. Withholding results.
3. Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival, etc.
4. Imprisonment up to two years and fine up to Rs.100000
5. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the Institution shall resort to collective punishment.

FATIMA MATA NATIONAL COLLEGE AUTONOMOUS

PRINCIPAL

*For any queries related to this Prospectus or the Admission process, please contact the College office*

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ANNEXURE 1:  
FIRST DEGREE PROGRAMMES OFFERED AT FMN COLLEGE

| Programme                  | Sanctioned Strength | Total Strength (Sanctioned + Marginal Increase) | Additional languages     |
|----------------------------|---------------------|---|--------------------------|
| B.A Economics              | 120                 | 140   | Malayalam, Hindi, French |
| B.A English                | 50                  | 65  |                          |
| B.A Malayalam              | 50                  | 65  |                          |
| B.A History                | 40                  | 40  |                          |
| B.Sc Physics               | 48                  | 55  |                          |
| B.Sc Mathematics           | 60                  | 60  |                          |
| B.Sc Polymer Chemistry     | 20                  | 24  |                          |
| B.Sc Chemistry             | 48                  | 55  |                          |
| B.Sc Botany                | 48                  | 55  |                          |
| B.Sc Zoology               | 48                  | 55  |                          |
| B.Sc Psychology            | 32                  | 38  | Malayalam, Hindi         |
| B.Com Finance/             | 60                  | 70  | Malayalam, Hindi         |
| B.A English (SF)           | 60                  | 60  | Malayalam, Hindi         |
| B.Com Co-operation(SF)     | 60                  | 60  |                          |
| B.Com Computer Application | 60                  | 60  | No Second Language       |
| BCA                        | 35                  | 35  |                          |

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

ANNEXURE 2:  
POST-GRADUATE DEGREE PROGRAMMES OFFERED AT FMN COLLEGE

| Programme                        | Sanctioned Strength | Total Strength (Sanctioned + Marginal Increase) |
|----------------------------------|---------------------|---|
| MA English Language & Literature | 20                  | 26  |
| MA. Malayalam                    | 20                  | 20  |
| MA Economics                     | 20                  | 26  |
| M.Sc. Mathematics                | 15                  | 16  |
| M.Sc. Physics                    | 15                  | 16  |
| M.Sc. Chemistry                  | 13                  | 13  |
| M.Sc. Botany                     | 15                  | 16  |
| M.Sc. Zoology                    | 15                  | 16  |
| M.Sc. Psychology                 | 15                  | 15  |
| M.Com.                           | 20                  | 26  |



ANNEXURE 3:  
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 Balija Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty) | 49 | Samban   |
| 22 | Koosa   | 50 | Semman, Chemman, Chemmar   |
| 23 | Kootan, Koodan  | 51 | Thandan (excluding Ezhuvas and Thoti Thiyyas who are known as Thandan in the erstwhile Cochin and Malabar areas) 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)  | 56 | Pulaya Vettuvan (in the areas of   |
|    | of Section 5 of the State Reorganization  |    | erstwhile Cochin State only)   |
|    | Act 1956 (37 of 1956)].   |    |  |

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

ANNEXURE 5  
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, Valinjar, 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) of eastwhile Cochin State)  | 26 | Pulaya Vettuvan (except in the areas |

## ANNEXURE 6

### 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]

- Ezhavas including Ezhavas, Thiyyas, Ishuvan, Izhuvan, Illuvan and Billava
- Muslims (all sections following Islam)
- Latin Catholics other than Anglo-Indians
- Other Backward Christians
  - SIUC
  - Converts from Scheduled Castes to Christianity
- 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,   |
| 37 | Kavuthiyan   | 38 | Pandikammala, Malayal-Kammala, Kannan, Moosari, Kalthachan, Kallasari, Perumkollen, Kollan, Thattan, Pandithattan, Thachan, Asari, Villasan, Vilkurup, Viswabrahmins, Kitara, Chaptegara 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 (Kudiyam)  |
| 49 | Mogaveera  | 50 | Moili   |
| 51 | Mukhari  | 52 | Modibanda   |
| 53 | Moovari  | 54 | Moniagar  |
| 55 | Naicken including Tholuva Naicker and Vettilakkara Naicker         | 56 | Padyachi (Villayankuppam)   |
| 57 | Palli  | 58 | Panniyar or Pannayar  |
| 59 | Parkavakulam (Surithiman, Malayaman, Nathaman, Moopnar 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, Yogeewar, Matapathi and Yogi)                  |
| 73 | Veluthedathu Nair including Vannathan, Veluthedan and Rajaka  | 74 | Vilakkithala Nair including Vilakkathalavan, Ambattan Pranopakari, Pandithar and Nusuvan |
| 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 7:  
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 .....