

## Marian College Kuttikkanam (Autonomous)

No: MCK\Ac\Adm\PG\2021\08

Kuttikkanam  
13/09/2021

### NOTIFICATION

#### Rank list for First Allotment – Master of Commerce (M.Com)

Marian is happy to publish the final Rank List for the First Allotment of **Master of Commerce (M.Com)** for the Academic Year 2021-2022.

**Admission Counselling will be done online.** Online classes will begin after the completion of the admission and will be informed through SMS and email.

#### Procedure of Online Counselling.

**Step 1:** Candidates selected for admission will receive SMS confirming the admission from the College Admission Cell. They will also be contacted through phone from the department.

**Step 2:** Pay the Fees online on or before 17<sup>th</sup> September, 2021.

**Fees Payable will be available in the candidate's login from 5pm on 14<sup>th</sup> September.**

**Step 3:** Candidates in the merit list upload all required certificates immediately after the publication of rank list. Candidates in the waiting list has to upload the certificates after getting confirmation of their admission from the department concerned.

1.	Aadhaar Card	Compulsory. (Time extension can be given)
2.	Mark list of Degree or equivalent. <b>(Computer copy)</b>	Compulsory
3.	SSLC or equivalent Certificate issued by the concerned boards.	Compulsory
4.	Transfer Certificate(TC) <b>(Original)</b> <b>(To upload TC please see the sample provided in Appendix 1 on page 3. Change the year to 2021)</b>	Compulsory
5.	Conduct Certificate (must be issued by the issuing institution within the last six month of the admission date) <b>( Original)</b>	Compulsory
6.	Community Certificate. <b>(Original)</b>	Compulsory for SC & ST
7.	Income Certificate for K.P.C.R Educational Assistance to SEBC Certificate. <b>(Original)</b>	Required for students below 1 lakh annual income.

		(Time extension can be given)
8.	Disability Certificate (Person with Disability quota)	If applicable for admission
9.	NSS/NCC Certificate (received at the Higher Secondary level)	If applicable for admission
10	Ex-service men Certificate (for the children of Ex-service men)	If applicable for admission

**Step 4:** Candidates will be called for a personal interview from the departments concerned either in the forenoon session (9.00am -1.00pm) or in the afternoon session (2.00pm – 5.00pm). Date and session will be informed from the concerned departments.

- Candidate along with parent/guardian shall be present for the interview
- For NRIs and International students interview will be conducted through Google meet and the meet-id will be mailed.

**Step 4:** After the successful personal interview candidate has to upload the Declaration provided in the **APPENDIX 2 on page 4** and pay the fees online (Please be ready with the signed Declaration during the interview)

**\*\* Contact details are given in APPENDIX 3 in page 5.**

Vice Principal (Academic)

To

1. The Manager
2. The Principal
3. Apex Body Members
4. PRO
5. The Controller of Examinations
6. Heads of all Under Graduate Departments
7. Office Superintendent
8. Concerned Sections/Notice Boards/ Files/Website

**APPENDIX 1**

**FORM 5**  
[SEE RULE VI 17 (1)]

**TRANSFER CERTIFICATE**

TC No. **1 / 2018 - 19**

Ad. No: **5029**

Name of School :

Whether the School is  
Govt, Aided or Recognised }  
}

Name of the Pupil.....:

Name of parent/guardian  
and relationship of the  
pupil to the guardian }  
}

Nationality.....:

Religion.....:

Whether the pupil belongs to  
SC/ ST/ OBC or whether he/she  
is a convert from the SC/ ST }  
}

Date of Birth according to  
Admission Register }  
}

Standard in which pupil was last enrolled.....:

Date of admission or promotion to that standard.....:

Whether qualified for promotion to a higher std.....:  Yes  No

Whether the pupil has paid all the fees due.....:

Whether the pupil was in receipt of fee concession  Yes  No

Date of pupil's last attendance at school.....:

Date on which the name was removed from roll.....:

Date of application for certificate.....:

Date of issue of certificate.....:

Reason for leaving.....: **Higher Studies/ As per request**

*Submitted to MCKA for admission - 2020*  
*Signature of the Student with date*  
*Signature of the Guardian*

Principal



Name of the Parent/Guardian:

### **APPENDIX 3**

1. Technical issues regarding uploading of certificates and payment of fees –  
**9744255785**
2. For query regarding admissions:  
**M.Com (Aided)**

Dr. Shinta Sebastian

9746353274, 8848467840

[shinta.sebastian@mariancollege.org](mailto:shinta.sebastian@mariancollege.org)

Dr. Ajimon George

9446919482

[ajimon.george@mariancollege.org](mailto:ajimon.george@mariancollege.org)

#### **M.Com (Self Finance)**

Phone: Ms. Sneha Alex 9544762536

E-mail: [sneha.alex@mariancollege.org](mailto:sneha.alex@mariancollege.org)

Text Message: 9544762536

3. For general enquiries - 9446130910, 9744255785, 9447368136