

# Marian College Kuttikkanam (Autonomous)

No: MCK\Ac\Adm\20\GEN\01

Kuttikkanam

Dated: 17/08/2020

## NOTIFICATION

### Management Quota seats – UG, MMH and MSW Programmes

Marian is happy to publish the **UG and PG (MMH and MSW) programmes' Management Quota seats for the Academic Year 2020-2021.**

**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.

**Step 2:** Pay the Fees online on or before 3pm 20August, 2020.

**Fees Payable is available in the candidate's login.**

**Step 3:** Upload all required certificates.

1.	Aadhaar Card	Compulsory. (Time extension can be given)
2.	For UG admission	Mark list of Higher Secondary (+2) or equivalent. <b>(Computer copy)</b>
3.	For PG admission	Mark list of Degree or equivalent. <b>(Computer copy)</b>
4.	SSLC or equivalent Certificate issued by the concerned boards.	Compulsory
5.	Transfer Certificate(TC) <b>(Original)</b> (To upload TC please see the sample provided in Appendix 1 on page 3)	Compulsory
6.	Conduct Certificate (must be issued by the issuing institution within the last six month of the admission date)( <b>Original</b> )	Compulsory
7.	Community Certificate. <b>(Original)</b>	Compulsory for SC & ST

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

**Step 4:** Once fees paid and documents uploaded, Candidates will be called for a personal interview from the concerned departments 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 Affidavit provided in the APPENDIX 2 on page 4. (Please be ready with the signed Affidavit 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



### APPENDIX 3

1. Technical issues regarding payments – 9744255785
2. For query regarding admissions:

1.	English	Mr Siju P T- 9447315411 Dr Shintu Dennis - 8124849178
2.	Business Administration	Dr Joshy John - 9447420027
3.	Commerce	Dr K V Thomas -9447525905
4.	Computer Applications	Dr Rajimol A - 9447092562
5.	Economics	Ms Suzanna Oommen - 9495617848
6.	Hospitality Management	Dr Joby Cyriac-9447475785
7.	Social Work	Br Joseph Charuplackal – 9400036612

3. For general enquiries - 9446130910, 9744255785, 9447368136