



## **Instructions to Applicants of UG Programmes to ensure clear and final submission of applications.**

In order to calculate index mark for the publication of rank list, ensure that you have uploaded the following mark list and certificates in <https://www.mcka.in/ugadmission/> **on or before 03/06/2023**

- 1) Mark list of 12<sup>th</sup> Class (Essential for calculation of Index mark. Your application will not be considered for admission if it is not uploaded)
- 2) Income certificate from village officer if your annual income is below 1 lakh (Applicable only in the case of aided programmes for availing fee concession)
- 3) NCC/NSS certificate at plus two level for availing grace marks.
- 4) Ex-serviceman certificates for availing grace marks as per rules.
- 5) Rajyapuraskar/ Nanmamudera certificate in the case of Scouts/Guides/Ranger/Rover at plus two level for availing grace marks.
- 6) Community certificate from the approved authorities in the case of SC/ST students. This is essential for considering in the Reservation list and for availing e-grants fees concession.
- 7) Student police cadet certificates for availing grace marks as per rules (Plus Two Level).
- 8) Sports/Cultural/PWD Quota students should upload all their relevant certificate as a single pdf file.

Sd/

Vice Principal (Academic)

27/05/2023