MARIAN COLLEGE
KUTTIKKANAM
(AUTONOMOUS)

MAKING COMPLETE

Marian College Kuttikkanam Autonomous

No: MCKA/Ac/PG/Adm/07/2024   Kuttikkanam

Dated: 21/06/2024

PG Admission 2024

Dates and Documents Required

NOTIFICATION

The detailed schedule (with date and time) for admission to the Undergraduate Programmesof Marian College Kuttikkanam Autonomous for the Academic Year 2024- 2025 has been published which is available in the link https://mariancollege.org/wp-content/uploads/2024/06/PG-Admission-Dates-2024-new.pdf

1. **Important notice: The schedule of admission shall be strictly adhered to. Candidates who fail to report for interview/admission with the necessary documents on the date and time specified in the link given above in this notificationwill be deemed as relinquished their claim for admission and the seat will be allotted to the next eligible candidate in the rank list.**

2. Candidates whose names appear in the rank list shall log in to the admission portal immediately.

3. The link for fee payment of eligible candidates is enabled and they shall pay the fees immediately to ensure their admission.

4. Eligible candidates shall pay fees online through *https://www.mcka.in/pgadmission/*. **No other mode is available for fee payment.**

5. Candidates shall bring a printout of the fee receipt at the time of admission.

6. Link for fee payment for applicants in the waiting list will be enabled as and when vacancy of seat arises. Hence, candidates are advised to check the admission portal frequently.

7. Candidates seeking admission shall report to the college reception on the date

specified and obtain a token.

8. Applicants reporting for admission shall bring the following documents.

1	Allotment Memo		Downloadable through Applicant Login in www.mcka.in/pgadmission
2	Print out of Receipt of fees paid		
3	Grade card/ Mark lists of all parts of the Degree examination	Original	
4	Provisional/Degree Certificate.	Original	
3	Mark lists of all parts of the Plus Two / equivalent examination.	True Copy	If original mark list is not received yet, a printout of the result sheet shall be produced. The candidate shall submit the original mark list as and when it is received. Failure to submit the mark list within the prescribed date would result in cancellation of admission.
4	SSLC or equivalent certificate issued by the concerned boards	True Copy	
5	Transfer Certificate (TC) from the Institution last attended	Original	
6	Conduct Certificate (issued within the last six months from the date of admission)	Original	
7	Migration Certificate (if applicable)	Original	
8	Equivalency/Eligibility Certificate (if applicable)	Original	In the case of students from other Universities, Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that,

			their Qualifying Examination is recognized for seeking admission to the relevant post Graduate. Degree programme(s) as applicable is mandatory.
9	Caste certificate	Original	Caste certificate from the revenue authorities concerned in the case of SC/ST candidates
10	Income Certificate from Village Office for educational assistance to General category candidates	Original issued within 6 months	Required for students with an annual income below 1 lakh **(applicable only for aided programmes)**
11	Disability Certificate	Original	If admission is claimed under PD Category
12	NSS/NCC Certificate (received at the undergraduate Level)	Original	If bonus mark is claimed
13	Ex-servicemen Certificate	Original	If bonus mark is claimed
14	Certificate from the Parish Priest, stating that the candidate is a parishioner of the Catholic Diocese of Kanjirappally	Original	For admissions in Community Merit only
15	Certificate to prove the merit in Sports / Cultural	Original	For claiming admissions in Sports/cultural Quota
16	LBS Memo		Only applicable for MCA programme

9. Applicants seeking admissions in various categories/quota shall necessarily produce the certificates to prove their eligibility for admission

10. If an applicant fails to produce certificates to prove his/her claim, he/ she might lose his/her chance for admission. The seat will be allotted to the next eligible candidate in the merit/waiting list.

11. Upon reporting to the College for admission, visit the Hostel Help Desk and

specify your preferred room type in the hostels (Booking facility available at the Desk). This will facilitate the necessary arrangements for room allocation when online booking begins.

12. Applicants shall be accompanied by their parents for the admission proceedings. In case of grave inconveniences, for the applicant to report personally for admission, he/she shall delegate his/her father/mother to report at the time specified above with the necessary documents. If the candidate/parents do not report for admission on the date specified, it will be presumed that the candidate has relinquished the claim for admissionand the seat will be allotted to the next eligible applicant in the list.

Sd/-

Vice Principal (Academic)

To

1. The Principal
2. The Manager/ Administrator
3. Members of Executive Council
4. The Controller of Examinations
5. Heads of Departments
6. Office Superintendent
7. MI3
8. Concerned Sections/Notice Boards/ Files/Website