

Marian College Kuttikkanam (Autonomous)

No: MCKA/Ac/UG/MQ/Adm/07/2024

Kuttikkanam
Dated: 10/06/2024

NOTIFICATION

Admission to Management Quota - UG Programmes- 2024

Admission to various UG Programmes under Management Quota for the Academic Year 2024-2025 will be done as per the following schedule. Applicants who got the Allotment Memo/ Intimation to take admission shall report to the college office as per the scheduled date and time.

Detailed Schedule (With Date and Time)	
Programme	Reporting Date & Time
B. Com (Aided & Self Financing)	20/06/2024, 9.30 am
BCA Aided & Self Financing	21/06/2024, 9.30 am-11.30 am
BBA Aided & Self Financing	21/06/2024, 11.30 am onwards
BSW/ BA Applied Economics/ BA English Literature, Communication & Journalism/Integrated M.Sc. Programme in Basic Sciences – Physics/ B.Sc. Mathematics	24-06-2024, 9.30 am

The applicants are directed to refer to the following instructions while coming to join for the academic programme of their choice.

- 1. Important notice: The schedule of admission shall be strictly adhered to. Candidates who fail to report for admission with the necessary documents on the date and time specified in this notification will be deemed as relinquished their claim for admission and the seat will be allotted to the next eligible candidate in the rank list.**
2. Applicants shall pay fees online through <https://www.mcka.in/ugadmission/> for taking admission.
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/ugadmission/>. **No other mode is available for fee payment.**
5. Candidates shall bring a printout of the fee receipt at the time of admission.

6. Candidates seeking admission shall report to the college reception on the date specified and obtain a token.

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

1.	Allotment Memo		Downloadable through Applicant login in www.mcka.in/ugadmission
2.	Print out of Receipt of fees paid		
3.	Mark lists of all parts of the Plus Two / equivalent examination.	Original	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)	Original	
6.	Conduct Certificate (issued within the last six months from the date of admission)	Original	
7.	Migration Certificate (if applicable)	Original	Students from Boards other than Kerala shall bring Migration Certificate
8.	Eligibility Certificate (if applicable)	Original	All students except from CBSE, CICSE and Board of Higher Secondary Education Kerala, VHSE Kerala, THSE Kerala are required to bring eligibility certificate from Mahatma Gandhi University, Kottayam

8. 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 on 25 June, 2024.

9. 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 admission and 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