

Marian College Kuttikkanam Autonomous

No: MCKA/Ac/PG/Adm/06/2025

Kuttikkanam

Dated: 12/06/2025

MCom Admission 2025

Date and Documents Required

NOTIFICATION

The students are advised to check the website for information about the admission procedure and are required to report to the college on Friday, 13 June 2025, at 9:30 am, along with their parents.

- 1. Important Notice: The admission schedule shall be strictly adhered to. Candidates who fail to report for admission with the necessary documents on the date and time as mentioned above 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. 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. The link for fee payment for applicants on the waiting list will be enabled as and when a 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 Friday, 13 June 2025, at 9:30 am specified and obtain a token.
8. Applicants reporting for admission shall bring the following documents.

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| 1 | Allotment Memo | | Downloadable through Applicant Login in www.mcka.in/pgadmission |
| 2 | Print out of Receipt of fees paid | | |
| 3. | Degree certificate / Provisional Certificate and Consolidated mark list | Original | If the original certificate/mark list is not received yet, a printout of the result sheet shall be produced. The candidate shall submit the original certificate and mark list as and when it is received. Failure to submit the certificate and 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 | <i>Students from Universities other than Mahatma Gandhi University shall bring Migration Certificate.</i> |
| 8. | Eligibility Certificate (if applicable) | Original | <i>Students from other universities are required to bring eligibility certificate from Mahatma Gandhi University, Kottayam.</i> |
| 9. | Community Certificate | Original | Compulsory for SC & ST candidates |
| 10. | Income Certificate from Village Office | Original issued within 6 months | Required for students with an annual income below 1 lakh (applicable only for aided programme) |
| 11. | Disability Certificate | Original | If admission is claimed under PD Category |
| 12. | NSS/NCC Certificate (Received at the College level) | Original | If bonus mark is claimed |
| 13. | Ex-servicemen Certificate | Original | If bonus mark is claimed |

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| 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 merit in Sports/ Cultural | Original | For claiming admissions in Sports/Cultural Quota |

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 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