

Marian College Kuttikkanam (Autonomous)

No: MCK\Ac\Adm\PG\2020\08

Kuttikkanam
03/09/2020

NOTIFICATION

Rank list for First Allotment – Master of Commerce (M.Com)

Marian is happy to publish the final Rank List for the First Allotment of **Master of Commerce (M.Com)** 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 8th September, 2020.

Fees Payable will be available in the candidate's login from 5pm on 4th September.

Step 3: Upload all required certificates.

1.	Aadhaar Card	Compulsory. (Time extension can be given)
2.	Mark list of Degree or equivalent. (Computer copy)	Compulsory
3.	SSLC or equivalent Certificate issued by the concerned boards.	Compulsory
4.	Transfer Certificate(TC) (Original) (To upload TC please see the sample provided in Appendix 1 on page 3)	Compulsory
5.	Conduct Certificate (must be issued by the issuing institution within the last six month of the admission date)(Original)	Compulsory
6.	Community Certificate. (Original)	Compulsory for SC & ST
7.	Income Certificate for K.P.C.R Educational Assistance to SEBC Certificate. (Original)	Required for students below 1 lakh annual income. (Time extension can be given)
8.	Disability Certificate (Person with Disability quota)	If applicable for admission

9.	NSS/NCC Certificate (received at the Higher Secondary level)	If applicable for admission
10	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 Declaration provided in the **APPENDIX 2 on page 4**. (Please be ready with the signed Declaration 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 2

DECLARATION BY THE STUDENT

I Mr/ Ms (Name), (Permanent address)

.....

.....

S/O or D/O. (Father's name) do hereby declare that the scanned copies of the following documents are submitted for admission to the programme in Marian College Kuttikkanam Autonomous, **are true copies of the original.**

Copies of the Documents submitted

1. Adhaar Card
2. Mark list of Higher Secondary or equivalent (Plus Two-mark list)
3. SSLC or equivalent Certificate issued by the concerned boards.
4. Transfer Certificate(TC)
5. Conduct Certificate (must be issued by the issuing institution within the last six month of the admission date)
6. Community Certificate (When admission is based on community reservation and from SC & ST for scholarship support)
7. Income Certificate for K.P.C.R Educational Assistance to SEBC Certificate
8. Certificates of the sports or cultural achievements (Sports and Cultural quota)
9. Disability Certificate (Person with Disability quota)
10. NSS/NCC Certificate (received at the Higher Secondary level)
11. Ex-service men Certificate (for the children of Ex-service men)
12. Anti-ragging affidavit

I assure that the original certificates in the physical form shall be submitted to the college any time the college demands it. I understand that the admission given is provisional and permanent admission will be given only after the successful completion of physical verification of the original certificates/documents. I understand that, any **discrepancy in any certificates/documents may lead to the cancellation of my admission** on physical verification. I understand that any **mal-practice such as forgery of certificates, impersonation etc., shall result in the cancellation of my admission and the same shall lead to appropriate legal proceedings both civil and criminal.**

Date: Signature: Place:

Name of the candidate:

Declaration by the Parent/Guardian

I, shri./smt. (Name of the Parent/Guardian), do hereby declare and affirm that the above statements made herein are correct.

Date: Signature: Place:

Name of the Parent/Guardian:

APPENDIX 3

1. Technical issues regarding payments – 9744255785

2. For query regarding admissions:

M.Com (Aided)

Phone: Ms. Reshma Roy +918921470522

E-mail: reshma.roy@mariancollege.org

Text Message: +918921470522

M.Com (Self Finance)

Phone: Ms. Sneha Alex 9544762536

E-mail: sneha.alex@mariancollege.org

Text Message: 9544762536

3. For general enquiries - 9446130910, 9744255785, 9447368136