



# **MAR SREEVA COLLEGE OF ARTS AND SCIENCE**

**Murickassery, Rajamudy P O**

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*Affiliated to MG University Kottayam, U O No.4023/12/AC A VII*

## **ADMISSION POLICY**

The College's admission policy is to accommodate students who come seeking knowledge without any discrimination based on caste, gender or nationality. Being an affiliated College of Mahatma Gandhi University, admission procedures of UG and PG programmes are in accordance with the norms put forward by the University. An Admission Nodal Officer appointed by the Principal is in charge of the procedures followed for the admission process. A committee including Teaching and Non-teaching Faculty spearheads the process in tune with the instructions from the University. University publishes UG and PG prospectus which gives detailed instructions regarding the process. The College also publishes a prospectus every year which is made available in the College website, highlighting details of the programmes offered, fees collected, and procedures to be followed to procure admission. An admission help desk is available in the College Office to assist the students in the procedure. Seats available in the College are mainly classified as Merit seats, Community seats and Management seats.

### **Admission rules**

- 4.1 Admission to open Merit and SC/ST quota is done through CAP as per the directions from the University.
- 4.2 Admission to Community and Management Quota, Sports Quota, Special Reservation for the physically challenged and the differently abled is done at the College level. Application form for these seats can be obtained from the College Office.
- 4.3 50% of the seats in all programme will be filled in on the basis of merit. 20% of the seats are reserved for SC/ST candidates (SC 15%, ST 5%). 20% of the seats belong to the management quota and the remaining 10% will be reserved for Syrian Catholic students on the basis of merit.
- 4.4 One seat for each Degree course is reserved for candidates with at least district level sports records. One percentage of the general merit seat is reserved for the physically handicapped in the degree course. In PG Courses one seat for

- every 20 will be allotted to the sports quota.
- 4.5 Qualifying certificate and mark list once deposited will not be returned except when the students leave the College. Hence they are advised to keep sufficient number of attested copies of these documents.
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- 4.7 The Principal reserves the right to refuse admission to any applicant for any course without explicating any reason, if he/she feels that admission of that person is detrimental to the interest and discipline of the College.



Dr. JOSHY VARGHESE MA, B.Ed, Ph.D  
PRINCIPAL  
Mar Sleeva College of Arts and Science,  
Murickassery, Rajamudy P.O.