A.M.D.G.

St. Albert's College
(Autonomous)
ERNAKULAM

PG
PROSPECTUS
2019

ST. ALBERT'S COLLEGE (AUTONOMOUS) ERNAKULAM

P G PROSPECTUS - 2019

- Accredited by NAAC at 'A' Grade
- ISO 9001:2015 Certified by TUV Rheinland
- Star College of Dept. of Biotechnology, Govt. of India
- Selected under FIST program of DST. Govt. of India
- One of the Top Ten Colleges in the World working to conserve endangered species
- Running courses of National Importance like Space Science and Medical Microbiology

ADMISSION HELPLINE

Mrs. Lency Michael (08330887773) (English / Malayalam)
Prof. Shine Antony (0989540357) (English / Hindi / Malayalam)
Dr. Sabu M C (08330887775) (English / Hindi / Malayalam / Gujarati)
Mrs. Leeben Ann (08330887772) (English / Malayalam)
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Mr. George P L (09037711177) (English / Malayalam)

PROSPECTUS FOR ADMISSION TO POST GRADUATE DEGREE PROGRAMMES (CSS)

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THE COLLEGE: A BRIEF HISTORY

St. Albert's College, situated at a premier location in the city of Kochi, is a first grade college affiliated to the Mahatma Gandhi University, Kottayam. It functions under the management of the Archdiocese of Verapoly with a legacy spanning over ten decades in the field of education. The seeds of this portal of higher learning had already been sown when St Albert's High School commenced its functioning in the year 1892 with the recognition of Madras University. From its very inception this had been a premier centre of learning for the young male children of wider Cochin area including the minority. The College owes its origin to the foresight and sagacity of its Founder Patron, The Most Rev. Dr. Joseph Attipetty, the first Indian Archbishop of the Archdiocese of Verapoly. The mission was accomplished in 1946 when the University of Madras upgraded St Albert's High School, Ernakulam to a second grade College.

The College began functioning on the16th of July 1946. Degree courses were introduced in 1947. In 1958, when the Kerala University Act came into force, the affiliation was shifted to the Kerala University. In 1983 when the Mahatma Gandhi University was established, the College became affiliated to the Mahatma Gandhi University. Today, with 20 undergraduate courses, 12 postgraduate courses including a Master's programme in Business Administration and 6 research centres leading to Ph.D., St. Albert's College is indeed a front-runner in the field of higher education.

The Vision

To be a centre of excellence in all our endeavours, namely learning, teaching, research, consultancy and other related services.

The Mission

Inspired by the Eternal Teacher, Jesus Christ, we strive towards the goal of equipping young people to meet the challenges of these modern times by providing an all-round formation. We exist for our students and provide them with a most friendly and growth-oriented ambience. We do everything in our capacity to ensure excellent standards that would secure them leadership in tomorrow's challenging world.

The Quality Policy

To pursue to be a centre of excellence through the process of self-evaluation and continual renewal in all endeavours, namely, learning, teaching, research, consultancy and other related services. To equip young people to meet the challenges of these modern times by providing an all-round formation. To provide a most friendly and growth-oriented ambience for students and to ensure excellent standards that would secure them leadership in tomorrow's challenging world.

POST GRADUATE PROGRAMME &SACTIONED STRENGTH

Sl. No.	Name of the Academic Programme	Sanctioned Strength
1.	M.A. Economics	15
2.	M.A. English (SF)	30
3.	M.Com.	15
4.	M.B.A (SF)	60
5.	M.S.W. (SF)	30
6.	M.Sc. Physics	10
7.	M.Sc. Chemistry	10
8.	M.Sc. Mathematics	15
9.	M.Sc. Botany	10
10.	M.Sc. Zoology (SF)	20
11.	M.Sc. Applied Fisheries and Aquaculture (SF)	20
12.	M.Sc. Space Science and Technology (SF)	12

CLASSIFICATION/CATEGORIZATION OF SEATS - Aided Stream

Seats available in the college under aided streams are mainly classified as Merit seats (Open Quota seats and Seats earmarked for SC/ST candidates), Latin Community seats and Management seats.

Category	Percentage
GENERAL	40%
SC/ST	20% (15% + 5%)
LATIN COMMUNITY	20%
MANAGEMENT	20%

Self-financed Stream
Details of seats available under the self-financed streams

Category	Percentage
MANEGEMENT	50%
MERIT	50%

Distribution of seats marked under Merit category (50%)

Category	Percentage from the 50% seats in Merit
OPEN QUOTA	65%
SCHEDULED CASTE	8%
SCHEDULED TRIBE	2%
EZHAVA, THIYYA & BILLAVA	9%
MUSLIMS	8%
LATIN CATHOLICS OTHER THAN ANGLO INDIANS	2%
OTHER BACKWARD CHRISTIANS	1%
OTHER BACKWARD HINDUS	5%

RESERVATION OF SEATS

Out of the total merit seats available in for various UG Programme; seats will be reserved for different categories under the following main items.

i. Reservation for Nominees.
ii. Reservation for Persons with Disabilities.
iii. Special Reservation.
iv. Mandatory Reservation.

i. **Reservation for Nominees:** An additional seat for each programme shall be created exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up by other candidates. The Head of the institutions should forward the list of such candidates admitted, separately to the University, immediately after admissions. Such applicants should apply online to the college.

ii. **Reservation for Persons with Disabilities (PD):** 3% of the seats are reserved for candidates with disabilities for all Programme. 1% of seats shall be reserved for each of the three sections of Persons with Disabilities category (Blind, Deaf and Orthopedically Challenged) with provision for interchange of seats, if candidates are not available in a particular category in a year. The selection of candidates under this category will be based on the rank in the merit list and physical suitability, and not on the basis of the degree of disability. 'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed. Candidates seeking admission under PD category should attach with their application form, an attested copy of the 'Certificate of disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability. The unfilled seats under the PD category shall be converted to grant reservation for Children with Special Needs (CWSN). The eligibility prescribed for the Physically Challenged Candidates will be applicable to the Children with special needs as well.

No reservation of seats is allowed for Blind candidates for Science subjects. The applicants under PD quota should apply directly to the College.

iii. **Special Reservation:** - The seats reserved under Sports Quota and Cultural Quota comeunder this category. Such students should apply directly to the Colleges concerned. They can also apply through AOAP to be considered in the general allotment.

Sports Quota:

The following norms are prescribed for admission under sports quota.

1. One seat for every 20 seats for M. A., M. Sc., M. Com Programmes with permission for interchange ability

2. Where the number of seats is less than 20 for a subject, the seats may be pooled together, M. A., M. Sc., and M. Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.

The applicant for admission to the Sports quota should have represented at least the District Sports Zone. Preference shall be given to Sportsmen who have represented the State/University over the sportsmen who have represented the 6 District/College. The applicant will produce the Certificate from the Honorary Secretary of the State Association of the event concerned to prove District representation.

The following guidelines shall be followed in determining merit in sports and athletics for admission to the PG programmes

Points shall be awarded to the 1st (Winner or the Winning Team), Second (Runners up or Runners up team), third (third place) and participation as:

Category	1st	2nd	3rd	Participation
International Meet of Universities	150	125	100	90
Combined Indian Universities Team	80	70	60	55
National/Inter-State/All India Inter-University	50	40	30	25
South Zone Inter University	25	20	15	10
State Championship	10	7	5	3
Inter Collegiate Championship	7	5	3	-

Cultural Quota :
i. One seat for every 20 seats for M. A., M. Sc., M. Com Programmes with permission for inter-changeability

ii. Where the number of seats is less than 20 for a subject, the seats may be pooled together, M. A., M. Sc., and M.Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.

The selection shall be made from among the applicants for the cultural quota on merit as follows.

Level	Points of Participation			
	1st	2nd	3rd	4th
National Inter University Youth Festival/Competition of Association of Indian Universities	50	30	20	10
Zonal Inter University Youth Festival/Competition of Association of Indian Universities	30	20	10	-
Annual University Youth Festival of any University in Kerala	20	10	5	-

In the absence of applicants who do not secure 1st , 2nd and 3rd and 4th places candidates with 'A' grade shall be considered for admission. The selection of candidates under the category will be based on the proficiency in cultural events only. Candidates who possess 'A Grade'
i. A person can score points only in one category.
ii. The highest score will be counted
iii. Where bracketed, scores in other categories will be counted
iv. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
v. Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.
vi. He/ She must be available for University events unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.

Mandatory Reservation:- The seats for each course will be distributed as per the existing pattern given below.

SI No.	Seat Reservation	Backward community Colleges
I	General	40 percent
II	Scheduled Caste	15 percent
III	Scheduled Tribe	05 percent
IV	Community Quota	20 percent
V	Management Quota	20 percent

The seats under community quota shall be reserved for students of the community to which the college belongs and seats shall be filled on the basis of merit and the seats under management quota shall be filled by the management from among candidates of their choice

Self financing programmes: in Self Financing programmes conducted, 50% of the total seats shallbe filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be filled as detailed below:

Distribution of 50% Seats ear marked under Merit category	% of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

(i) Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required.

(ii) The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstances.

Claim for Reservation under Kerala Scheduled Castes/Kerala Scheduled Tribes Quota

Candidates claiming reservation under Kerala Scheduled Castes/ Kerala Scheduled Tribes Quota should obtain caste/community certificate from the revenue authorities concerned. The names of castes and communities are given in the Annexures. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community certificate from Village Officer along with a copy of the gazette notification.

OTHER GENERAL RULES FOR MANDATORY RESERVATION :

The seats unavailed by the SC candidates will be diverted to ST candidates and vice versa. The unavailed seats reserved for SC/ST shall be renotified through print media. If such seats are remaining vacant even after re-notification, the same shall be filled from the ranklist of applicants belonging to the same backward/minority communities. If seats still remain vacant, the same will be filled as per clause 4.2.1(i).

ELIGIBILITY FOR ADMISSION

Academic eligibility should be satisfied as on the last date for submission of academic data.

No candidates shall be admitted to the PG Degree programme unless he/she possesses qualification and minimum requirement thereof.

If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later, admissions shall be denied or he/she shall be expelled from the educational institution.

(i) Candidates should have passed the corresponding Degree Examination under the 10 + 2 + 3 pattern with one core/main subject and two complementary/subsidiary subjects from any of the Universities in Kerala or of any other University recognized by Mahatma Gandhi University as equivalent thereto for admission, subject to the stipulation regarding marks. OR

(ii) Candidates who have passed Degree examination with Double or Triple main subject +or candidates who have passed the Degree Examination in Vocational or Specialized Programmes are also eligible for admission. However, they have to submit copy of the Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that, their Qualifying Examination is recognized for seeking admission to the relevant P.G. Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

(iii) The minimum requirements for admission to PG Degree Programmes are:

M. A. Programmes: In the case of those subjects for which applicants who have taken the subjects asoptional at Under Graduate level and are declared qualified to seek admission.

75% of the total seats will be reserved for those who have taken the subject as Optional (Main) concerned under Part III for the B. A. Degree Course

A. FACULTY OF LANGUAGE & LITERATURE

a)	Graduates who have passed qualifying examination in CBCSS pattern	Graduates who have passed qualifying examination in other patterns
	M. A. ENGLISH	
	Graduation in English under (Model I/II/III) or graduation in other faculties of language and literature, social science, science, oriental studies are eligible for applying for MA programme in English provided they satisfy the eligibility criteria as detailed below.	Graduation in English (Model I/II/III) or graduation in other faculties of language and literature, social science, science, oriental studies are eligible for applying for M. A. programme in English provided they satisfy the eligibility criteria as detailed below.
	English Language & Literature Model I Candidates should possess CGPA of 1.80 out of 4.00 in the Core Group (core plus open and complementary courses). However, if the CGPA scored by the graduate for common course is greater than the CGPA scored for core course, the CGPA scored for common course will be taken into account for the calculation of index marks, provided they secure a minimum CGPA of 2.00 for common course.	**English Language & Literature Model I** Candidates should possess 45% marks in main & subsidiary subjects under Part III. However, If the mark scored by the graduate for Part I English is greater than the mark secured for Part III, the mark secured for Part I English will be taken into account for the calculation of index mark, provided they secure a minimum of 50% marks for Part I English.
	Weightage of 10% marks scored for Part III Core/Main/Part I Common courses as the case may be shall be given to the candidates standardizing the marks secured for the same to 600	
	Graduates who have passed qualifying examination in CBCSS pattern	Graduates who have passed qualifying examination in other patterns
b)	**M. A. Economics**	
	Graduation in Economics /Mathematics / Statistics with not less than CGPA of 1.8 out of 4 in the core group (Core + Open + Complementary)	Graduation in Economics /Mathematics /Statistics with not less than 45% marks in the Part III subjects (Main + subsidiaries) or B.Sc. Degree holders in Co-operation and Banking with not less than 45% marks from Kerala Agricultural University.
	Weightage of 10 marks shall be given to the candidates who have studied Economics as Core/Main. 75% of the total seats would be reserved for B.A Economics (Main Model I/II) candidates.	
	Graduates who have passed qualifying examination in CBCSS pattern	Graduates who have passed qualifying examination in other patterns

B. FACULTY OF SCIENCE	
M. Sc. Applied Fisheries and Aquaculture	
Graduation in Industrial fish and fisheries, aquaculture, Zoology, Botany, Biological Sciences viz, Botany, Biochemistry, Biophysics, Biotechnology, Microbiology and Zoology, Fishery Science with not less than CGPA of 2.00 out of 4 in the Core Group(Core + Open + Complementary).	Graduation in Industrial fish and fisheries, aquaculture, Zoology, Botany, Biological Sciences viz, Botany, Biochemistry, Biophysics, Biotechnology, Microbiology and Zoology, Fishery Science with not less than50% marks for Part III (Main/Core + Subsidiaries/Complementaries).
Weightage of 10% of marks scored by the candidate in Part III (Core/Main) shall be added to the total of Part III subjects for those candidates who have taken subjects - Industrial fish and fisheries, aquaculture and Fishery Science at graduate level	
M. Sc. Botany	
Graduation in Botany or Botany - Biotechnology (double main) with not less than CGPA of 2.00 out of 4 in the Core Group (Core + Open + Complementary).	Graduation in Botany or Botany- Biotechnology (double main) with not less than 50% marks in the Part III Subjects (Main/Core + subsidiaries/Complementaries).
Branch III: M. Sc. Chemistry	
Graduation in Chemistry/ Petrochemicals with not less than CGPA of 2.00 out of 4 in Core Group (Core + Complementary + Open Courses).	Graduation in Chemistry/ Petrochemicals with not less than 50% marks in Part III subjects (Main/Core + subsidiaries/Complementaries).
M. Sc. Mathematics	
Graduation in Mathematics/ Statistics / Computer Application with not less than CGPA of 2.00 out of 4. 00 in the Core Group (Core + Complementary + Open Courses)	Graduation in Mathematics/ Statistics /Computer Application with not less than 50% marks in the Part III subjects (Main/Core+ + subsidiaries/Complementaries)
OR **B Tech with not less than 50% marks in mathematics (aggregate of all mathematics papers and a total of 50% for the entire course)**	
M. Sc. Physics	
Graduation in Physics or Electronic Equipment maintenance with not less than CGPA of 2.00 out of 4 in the Core Group (Core + Complementary + Open Courses)	Graduation in Physics or Electronic Equipment maintenance with not less than 50% marks in the Part III subjects (Main/Core+ + subsidiaries/Complementaries).

	M. Sc. Space Science and Technology	
	Any graduate from Mahatma Gandhi University or any other Universities recognized by Mahatma Gandhi University with Physics, Chemistry or Mathematics as one of their complimentary subjects at the graduate level.	

	M. Sc. Zoology	
	Graduation in Zoology or Biological Techniques & Specimen Preparation with not less than CGPA of 2.00 out of 4.00 in the Core Group (Core + Complementary + Open Courses)	Graduation in Zoology or Biological Techniques & Specimen Preparation with not less than 50% marks in the Part III subjects (Main/Core+ + subsidiaries/Complementaries).

B. FACULTY OF COMMERCE

	M. Com.	
	Graduation in Commerce /BBA/BBM with not less than CGPA of 1.80 out of 4 in the Core Group (Core + Complementary + Open Courses).	Graduation in Commerce /BBA/ BBM with not less than 45% marks in the Part III (Main/Core+ subsidiaries/Complementaries.

D. FACULTY OF SOCIAL WORK - MSW

Any bachelor's degree from Mahatma Gandhi University or any other Universities recognized by Mahatma Gandhi University with an aggregate of 50% marks or CCPA of 5 out of 10 (CGPA of 2 in pre-revised pattern) for Part I,II&III put together.

E. FACULTY OF BUSINESS ADMINISTRATION MBA
A pass in any Bachelor's Degree examination of Mahatma Gandhi University or an equivalent degree of any other university duly recognized by Mahatma Gandhi University with not less than 55 % marks in Science and technology subjects and 50 % mark in other subjects in the aggregates for all parts of the examinations OR master's degree examination with 55 % marks in aggregates (pass in any Bachelors degree examination is needed for SC/ ST candidates). The degree must be recognized by Mahatma Gandhi University. Valid score in KMAT/ Kerala/ CAT/ CMAT followed by clearing the GD and Personal Interview. Each parameter has 80:10:10 marks respectively. Number of approved in take strength is 60.

The Open course under core group is taken only for reckoning the eligibility for applying for the PG programmes concerned. But a candidate cannot apply for the respective PG programmes solely on the basis of the open course selected under core group

Relaxation in Marks in the qualifying examination:

Kerala Scheduled Caste/Scheduled Tribe Category: The minimum grade in the qualifying examination for admission to the PG Degree programmes is 'c' (See Annexure I (a) & I (b)) in the seven point scale for CBCSS and a pass for pre CBCSS applicants

Persons with Disability category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS applicants and 45% marks for pre - CBCSS applicants for admission to M Sc programmes and CGPA of 1.60 for CBCSS applicants and 40% marks for pre CBCSS applicants for admission to M. A./ M. Com. programme.

6. PREPARATION OF RANK LIST:

Under Pre - CBCSS pattern, the rank list of P.G degree programmes will be prepared on the basis of the marks obtained in the qualifying examination in part III subjects unless otherwise mentioned, standardized to 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any.

Under CBCSS pattern, the CGPA secured for Part III Core group (Core + Complementary courses) unless otherwise mentioned shall be converted into marks out of 1000. The index mark is arrived at after adding /deducting weightage/bonus marks/handicap marks, if any.

Handicap Marks

Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below:

Handicap mark of 5 will be deducted from the total rank marks for each additional appearance he/she has taken for completing the qualifying examination. Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.

Bonus Marks

The Bonus marks will be awarded as follows:

a. Bonus of five marks will be awarded to NCC and NSS candidates for admission to all programmes. For NCC candidates the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the Directorate provided the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programmes. An additional bonus mark of 3 will be given to 'A' certificate holders and 5 marks each to 'B' and 'C' Certificate holders in proof of their high proficiency. The Claim of these candidates who have participated in NCC/NSS activities prior to the University level programme i.e Higher Secondary / Plus Two / Vocational Higher Secondary etc will not be taken into account for awarding bonus marks.

b. In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately preceding the P.G programmes for which admission sought.

c. A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-service men seeking admission to the P.G. Programmes. Applicants in this category should invariably produce the certificate in 26 support of their claim at the time of admission. The certificate should be obtained not earlier than six months from the last date of submission of application from the military authorities or state/Zilla Sainik Welfare Officer to the effect that the applicant is the son/daughter of ex service man or an ex service man himself/herself.

d. The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC.

e. Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks.

Wherever letter grades are given for the qualifying examination, the candidate should produce the relevant document so that the grades can be converted into actual marks. In the case of grades where marks range is given, the mid value will be taken for computation of index marks.

INDEXING OF MARKS

Index mark is calculated after adding /deducting the weightage/bonus marks/handicap marks, if any. For details regarding the weightage of marks for various programmes, please refer to clause 5.1.3 relating to the eligibility for admission.

MA English

75% of the total seats will be reserved for those who have taken the subject as optional (Model I/II/III).

Model I English

Index mark is calculated on the basis of percentage of marks secured for part III Core course/Main or Part I common course/papers, whichever is higher.

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for common courses/ core courses is converted into percentage marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for part III main/part I English is converted into 1000.

Model II English

Index mark is calculated on the basis of percentage of marks secured for part III core/main courses.

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for core courses is converted into percentage marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for part III main/core English is converted into 1000.

Model III English (Double Main/Triple Main)

Index mark is calculated on the basis of percentage of marks secured for Core papers

CBCSS Pattern	Pre CBCSS Pattern BA Communicative English (Triple Main)
CGPA secured for Core papers is converted into percentage of marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for the following papers is converted into 1000. i. Phonetics ii.ii. History of English Literature iii. English Poetry iv. English Essays and Fiction v. English Drama vi. Literary Criticism

Graduates in other programmes under faculty of Language & Literature, Social Science, Science and Oriental Studies

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for Part I Common courses is converted into percentage of marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	Marks secured for part I English is converted into 1000.

MA (Faculty of Social Sciences) / M Sc Programmes

CBCSS Pattern	Pre CBCSS Pattern
CGPA secured for Part III Core +Complementary courses is taken into account for the calculation of index marks as stated below:- {[CGPA(Core courses) X total credit of core courses] + (CGPA of complementary course I X total credit for complementary courses I + (CGPA of complementary course II X total credit for complementary courses II)} / (total credit for core courses + total credit for complementary courses) ------------------------------ --(A) (A) X 250------------------------------ ----------(B) (i.e., marks out of 1000 for Core plus complementary) {CGPA(Core courses) X total credit of core courses }X6X25--------------------- (C) Total credit for core courses (i.e., marks of Part III Core Standardized to 600) The marks thus arrived at is standardized to 1000 i.e., { (B) + (C) }X1000 ------------------------------- -(D) 1600 Index mark = D + weightage + bonus marks – handicap marks, if any	a) Marks secured for part III Main + subsidiary for Model I and marks secured for Core + Complementary + Vocational for Model II (standardized to 1000) ------ (A) b) Marks Secured for Part III main (Model I)/Core papers (Model II) out of 600 ----------------------------- ---------------- (B) c) The marks thus arrived at is standardized to 1000---(C) Index Mark = C + (weightage + bonus marks, if any) – (handicap marks if any)

CBCSS Pattern	Pre CBCSS Pattern
For Graduates who have passed B Com Model I Programme	
CGPA secured for Core course X total credit of core course + CGPA (Complementary course) X total credit of complementary course / (total credit for core course + total credit for complementary course) (A) Ax25 = percentage of marks (B) Bx10 = marks out of 1000 (C) Index mark = C + weightage + bonus marks – handicap marks, if any	Marks secured for part III Main Papers is converted into 1000. Index mark is calculated after adding /deducting weightage/bonus/handicap marks, if any
For Graduates who have passed B Com Model II/Model III/BBA/BBM	
CGPA secured for part III core courses is converted into percentage marks by multiplying the same by 25. The percentage of marks thus obtained is converted into marks out of 1000 by multiplying the same by 10.	In the case of candidates who have passed B Com Model II, marks secured for part III Core Papers is converted into 1000. In the case of candidates who have passed BBA total marks obtained excluding the marks of English, Social Project, Management Project, Viva shall be converted to 1000 and in the case of candidates who have passed BBM total marks obtained excluding the marks of English, Industrial training and Project report and Comprehensive Viva-Voce shall be converted to 1000. Index mark is calculated after adding /deducting weightage/bonus/handicap marks, if any.

MSW

Entrance Exam for the Master of social Work Programme (unaided) will be conducted on 18-05-2019 at St. Albert's College Campus.

Interested candidates can apply online (www.alberts.edu.in) before 18-05-2019 and secure the hall tickets for the entrance examination. Those who have applied online can download the hall tickets from the website.

The Group Discussion and Interview will be conducted on 18-05-2019. For further details contact Fr. Jolly John Odathakal - 9400336037.

Entrance Examination

The candidates satisfying the eligibility criteria will be called for a Common Entrance Examination conducted by the College consisting of objective type questions on Verbal Ability, Reasoning Ability and General Knowledge. Maximum marks allotted to the objective type test are 100.

• GD and Interview

The candidates who clear the Entrance Examination will be called for Group Discussion and Personal Interview, which will be rated according to the performance of the candidates.

• Final Selection

Selection for the course will be on the basis of the marks scored in UG, Entrance Examination, Group Discussion and Personal interview. Final Rank list will be prepared on the basis of the above scores, which will be published in the college website

50% from Graduation Result + 30% from Entrance Exam + 10% from GD + 10% Interview.

M Sc Space Science and Technology

Interested candidates can apply online (www.alberts.ac.in)

Entrance Examination - 18-05-2019

The candidates satisfying the eligibility criteria will be called for a Common Entrance Examination conducted by the College consisting of objective type questions on Verbal Ability, Reasoning Ability and General Knowledge. Maximum marks allotted to the objective type test are 100.

• Interview

The candidates who clear the Entrance Examination will be called for Personal Interview, which will be rated according to the performance of the candidates.

• Final Selection

Selection for the course will be on the basis of the marks scored in UG, Entrance

Examination, Personal interview. Final Rank list will be prepared on the basis of the above scores, which will be published in the college website.

50% from Graduation Result + 30% from Entrance Exam + 20% Interview

Resolving of Tie :In the case of more than one candidate obtaining equal index marks, the candidatewho has scored more marks in Part III Main will be placed higher in ranking. If the tie persists the candidate who has scored more marks in Part I common courses/papers English will be placed higher in ranking and if the tie still persists, the marks scored in Part II common course/additional language will be considered. If the tie still persists, the age of the candidates will be taken into account, the older being placed higher in the ranking. Even after this exercise, if the tie persists, the alphabetical order of the first name of the candidates will be taken into account.

Rounding of marks of 0.5 and above to the highest figure shall not be done while calculating the percentage of marks for minimum eligibility.

ALBERTIAN ONLINE ADMISSION PROCESS (AOAP)

The applicants need to submit only one online application form while applying to the PG Degree Programmes in the college whether in the Open/Reservation Quota, sports quota/cultural quota/Lakshadweep quota, and Persons with Disabilities (PD) quota (The relevant quotas must be selected). If a candidate submits more than one application his/her/her candidature is liable to be cancelled. Submission of application i.e. registration of personal and academic data as well as options for programme shall be done online. Before submitting the application form, candidates are advised to verify the details of the academic programme in the college through the college website www.alberts.edu.in, in addition to the information given in the prospectus published by the College.Before selecting a programme the applicant should make certain that he/she possesses the prescribed qualification/eligibility for applying for the programme.

Students seeking admission to the college should apply online through the College Online Portal www.alberts.edu.in. Applicants can download a copy of the prospectus from the website. The procedure for applying online is given in the website. In all the subsequent enquires regarding admission, applicants are requested to mention the Albertian Online Admission Portal (AOAP) number allotted to them at the time of online registration.

REMITTANCE OF FEE AND SUBMISSION OF APPLICATIONS
Application fee for All candidates: 100/- per quota Subject to a maximum of 200/- rupees

APPLICATION PROCEDURE

1. Register onlinethroughwww.alberts.edu .inand fill in the applicant's personal details.
2. Make a note of the username (email) and password which will be generated on successful registration of the form. The password SHOULD NOT be revealed to others who may misuseit. St. Albert's College (Autonomous)will not be responsible for any such eventuality.
3. The Application fee can be remitted in either of the three methods :

    a. Through Challan/Virtual Account Number

    a.i. Challan : Generate a Challan print out (A4 – Landscape print).The Challan bears an 'Email" and an "Application number". The application number and the email will chave to be remembered by the candidate for all future online and offline operations. Remit the required fee along with the challan printout   at the nearest SIB (South Indian Bank) branch. Collect the Challan copy bearing the seal from bank   (Student copy and College copy).The payment will be confirmed in 2 working days.

    a.ii.Virtual Account Number: If payment has to be done through NEFT or at any other Bank take a printout of the virtual account number and remit the fee to the printed Account Number. The payment will be confirmed in 2 working days.

    b. Net Banking
    If the applicant is an existing SIB account holder, he/she can remit the fees through the net banking facility provided. The confirmation of payment is immediate and the rest of the application process can be continued.

    c.Payment Gateway
    For payment through credit/ debit / net-banking through any other bank, the payment gateway is used. The confirmation of payment is immediate and the rest of the application process can be continued.

4. Once the registration is complete, the candidate can login to complete the application procedure. The courses selected must be at par with the eligibility criteria. Details once entered cannot be modified.

5. Go to the login panel in Albertian Online Admission Portal and use the Email-Id as user-nameand the password generated in order to refer to the details. In case the applicant forgets thepassword, an option for Lost Password is available just below the login panel.

6. By logging in using your username and password, you can view your application status and can make updates in the 'profile page'.

7. Applicants can view the published provisional rank list of the respective subjects online on the given date.

Online registration fee once remitted will not be refunded under any circumstances.

Special Attention: After submitting the application, further modification of data is not possible.

Hence, double check that all entries are made correctly before pressing final submission button.

ADMISSION PROCEDURE

All applicants who seek admission to the college should report for the admission procedure at the college at the given date and time. Those who fail to do this will be treated as not interested and further claim for admission by these applicants will not be entertained. The candidates should produce the following documents in original before the Principal/Head of the college/institution at the time of admission.

1. The AOAP ID Number.
3. Certificate to prove date of birth.
4. Original Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
5. Original mark lists of Degree / equivalent examination.*
6. Migration Certificate, if applicable.
8. Caste certificate in the case of SC/ST candidates.
9. Community Certificate along with income certificate(as per Government rules) from the revenue authorities concerned to the effect that annual family income of all members of family from all sources taken together is less than Rs. 6 lakhs in the case of SEBC candidates who claim reservation under SEBC category. The income certificate should not have been issued earlier than 12 months prior to the submission of application.

10. Community Certificate along with the relevant certificate from the revenue authorities concerned to the effect that they come under the Below Poverty Line (BPL) category of forward communities in the case of candidates who wish to avail of reservation under EBFC.

11. Candidates who wish to avail of bonus/weightage of marks shall produce the relevant certificates.
The students who get admission in the college will be subjected to the following procedure

1. Attending the admission process on the stipulated date and time
2. Verification of the original documents
3. Claim for concession (if applicable)
4. Signing up of the declaration forms
5. Issuance of Application Form
6. Confirmation by the principal
7. Remittance of Fee
8. Registration into the College as a student
9. Receipt of Fee

The applicants are permitted to change the course provided they are shortlisted for the same according to the criteria and need to request for a reset of admission in the reset counter.

CONFIRMATION OF ADMISSION

As the allotment is based on the information furnished by the candidate online, the eligibility should be confirmed at the time of admission. The admission should be done online through the panel provided by the College by ensuring the correctness of the candidate details. The Admission Committee shall verify the details furnished by comparing the same with the original documents produced by the candidate. Any discrepancy will result in the denial of admission. The Admission Committee under the guidance of the Principal shall be personally responsible for ensuring the correctness of the relevant details in the online application by verifying it with original records produced by the candidate.

Verification of Documents: - The Admission Committee under the guidance of the principal shall be personally responsible for verification of the original documents and satisfaction of the correctness of the records produced by the candidate at the time of seeking admission in the College. If any discrepancies are noted in the online data and the original records, the admission will be denied.

SEAT ALLOTMENT PROTOCOL

Admission Protocol: All candidates included in the Rank lists are eligible for admission under General Merit (GM). Candidates might be entitled for other reservation quotas also under Mandatory Reservation. For example, a candidate may have the benefit of Scheduled Caste (SC) or Scheduled Tribe (ST) claim. The seats will be offered on the basis of the hierarchy of quota. The admission will be on a hierarchical basis. The hierarchy of order is as follows:

SPORTS/ARTS/PD - A candidate with SPORTS/ARTS/PD reservation benefit will be considered only against that respective quota available at the time of admission.

General Merit (GM) – All candidates included in the provisional Rank-lists are eligible for provisional admission under General Merit.

(SC/ST) - A candidate without SC/ST reservation benefit will be considered only against the 'General Merit' seats available at the time of admission.

Community Merit – All candidates included in the Provisional community Rank-lists are eligible for provisional admission under community quota.

Management Reservation - All candidates included in the Management Rank-lists are eligible for admission in the Management quota.

FEE

Fee for the various Programme in Government/Aided/Self Financing Colleges for the admission to 2019-20 batch will be available in the University website. If a candidate remits the fee for any aided programme in the College and subsequently secures admission to another programme in the college, he/she need not remit the fee again.

Candidates belonging to SC/ST communities admitted against merit seats or against the seats reserved for them are exempted from payment of fee.

Claim for fee concession to OEC Candidates : Candidates belonging to Other Eligible Communities (OEC) are exempted from payment of fee at the time of allotment to Under Graduate Programme under Government/Community quota irrespective of annual family income as per G.O.(Ms) 27 No.36/07/SCSTDD dated 03.07.2007. They should provide Community Certificate from the Village Officer along with the Application Form, in order to avail this benefit. SC/ST/OEC candidates will have to pay the 'Caution Deposit' as per rules

RAGGING IS A CRIME: The Hon'ble Supreme Court of India has directed that if any incident of ragging comes to the notice of the authorities, the student concerned shall be given liberty to explain and if his explanation is not found satisfactory, he would be expelled from the institution.

Politics is banned in the College. At the time of admission the applicant should give an undertaking that he won't participate in any type of political activity in and around the College Campus. If any incident comes to the notice of the authorities, the student will be expelled from the institution after the disciplinary procedure. This is in reference with the court verdict Banning Political Activities in the College Campus Judgment No. WA-535/2003dated 26-05-2003 by the Honorable High Court of Kerala.

Hostel facility is provided only for Postgraduate students and Civil Service Grooming Programme (CSGP) students in Pious Xth PG Hostel situated in the College Campus.

APPENDIX 1: SCREENSHOTS

STEP 1:- Log in www.admissionsonline.in and click on UNDER GRADUATE.

STEP 2: Registration form will be shown as given below.
Provide all the required fields. Select thequotas under which you would like to apply

STEP 3: Confirm the registration and take a note of the generated username and password.

STEP 4: Login with username and password (Case sensitive) and select a mode of payment

STEP 5: Once the payment has been confirmed the candidate can enter the academic details and submit the form

The candidate need not take a print out of the application. Recheck all the data entered as data once submitted cannot be modified.

The Candidate can login to his/her profile and The Candidate can view the ranklist online on the prescribed date and has to be present on the date of admission of that specific quota along with the

St. Albert's College (Autonomous)

Accredited by National Assessment and Accreditation Council (NAAC) at 'A' Grade, ISO 9001:2010 certified
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

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