

ST. ALBERT'S COLLEGE (AUTONOMOUS)

ERNAKULAM

ARCHDIOCESE OF VERAPOLY



UG PROSPECTUS 2017



ST. ALBERT'S COLLEGE (AUTONOMOUS)

Archdiocese of Verapoly

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- Accredited by NAAC at 'A' Grade
- Ranked one among the best 50 colleges in India
- One of the Top Ten Colleges in the World working to conserve endangered species
- ISO 9001:2010 Certified by TUV Rheinland
- Star College of Dept. of Biotechnology, Govt. of India
- Selected under FIST program of DST. Govt. of India

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The College: A Brief History

St. Albert's College (Autonomous), situated at a premier location in the city of Kochi, and is a first grade college affiliated to the Mahatma Gandhi University, Kottayam with Autonomous status. 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 all the categories of students, especially from the minority communities. The College owes its origin to the foresight and sagacity of its Founder Patron, The Most Rev. Dr. Joseph Attipetty, and the first indigenous Archbishop of the Archdiocese of Verapoly. In 1946, St. Albert's High School, Ernakulam was upgraded to a second grade College affiliated to the University of Madras.

The College began functioning on 16th of July 1946 in the old High School building with 150 students in the Intermediate Class. Degree courses were introduced in 1947. Subsequently classes were shifted to the new building just opposite to the old school building in 1951. 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.

St. Albert's College was included in the 12(f) and 2(b) category by University Grants Commission (UGC). 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 was affiliated to the Mahatma Gandhi University. The College was conferred with Autonomous status by UGC on 9th March 2016. Today, with 21 undergraduate courses, 13 postgraduate courses including Master's programmes in Space Science, Business Administration, Social Work and 6 research centres leading to Ph.D., St. Albert's College (Autonomous) is indeed a front-runner in the field of higher education.

The Vision

To be a centre of excellence in all our endeavours, focusing on learning, teaching, research, consultancy, community involvement and nation building.

The Mission

Inspired by the Eternal Teacher, Jesus Christ, we strive towards the goal of equipping young people to meet the challenges of the modern times by providing an all-round formation. We exist for our students and provide them with a most friendly and growth-oriented ambience to develop social consciousness and civic responsibilities. We do everything in our capacity to ensure excellent standards that would secure them higher learning, leadership and life skills.

The Quality Policy – “ALBERTIAN”

- Authentic
- Learned
- Benevolent
- Experimental
- Religious
- Trustworthy
- Inspiring
- Adaptable
- Noble

Our Motto

- **Truth and Service**

Our Coat of Arms

The college coat of arms is in the form of a heraldic shield divided into four parts by a cross. The left side of the upper half has an open book and a flaming torch. The book signifies the light of truth derived from knowledge. The trumpeting angel on the right side of the upper half symbolizes selfless services like those of a ministering angel. The left side of the lower half has a boat with its sail full blown, moving forward. This represents the launching into the ocean of life, well equipped with knowledge and truth. The coconut palms on the right side of the lower half stand for the motherland that seeks care and affection. The blue and red background of the shield represents college colors that signify hope and sacrifice. Our motto “FOR TRUTH AND SERVICE” is given at the bottom of the coat.

Albertian Online Admission Process (AOAP) Schedule 2016**Under Graduate Courses**

Particulars	DATE
Notification for Admission to UG Programme	29-04-2017
Online availability of Application forms and Prospectus	01-05-2017
Last date for the remittance of fee for online registration	28-05-2017
Last date for final submission of online application	29-05-2017
Last date for submission of supporting documents (only for the Physically Disabled, Cultural, Sports and Management quota) at the college office	29-05-2017
Publication of all Provisional Rank Lists	30-05-2017
Last date for reporting of errors in the provisional rank-list (if any)	01-06-2017
Admission for ALL COURSES to Sports/Cultural/PD Quotas	03-06-2017
Admission to General/SC-ST/Community/Management Quotas (B.Com Taxation (Aided), B.A. Economics, B.A. English, B.A. Triple Main English – Journalism, Communication and Literature (SF*), B.Com. Taxation (SF), B.Com. Computer Application (SF), B.Com. Travel and Tourism (SF*), B.Com. Cooperation(SF*), B.B.A (SF), B.B.M. (SF*) B. Voc. Logistics Management (SF))	05-06-2017
Admission to General/SC-ST/Community/Management Quotas (B.Sc. Physics, B.Sc. Chemistry, B.Sc. Industrial Chemistry, B.Sc. Mathematics, B.Sc. Botany, B.Sc. Zoology, B.Sc. Aquaculture, B.Sc. Industrial Fish and Fisheries (SF), B.Sc. Computer Science (SF), B.Voc. Renewable Energy(SF))	06-06-2017
Second Allotment for General/SC/ST/Community/Management for all courses	08-06-2017
Third Allotment for General/SC/ST/Community/Management for all courses	10-06-2017
Commencement of Classes	12-06-2017
Closing Date of Admission	30-06-2017

Please Note: **The applicants are NOT required to submit the printed application form at the college office. But those applicants who have applied for the PD, Cultural, Sports and Management quota SHOULD SUBMIT supporting documents on or before the given date at the college office. Admission is based strictly on merit. Donation, bribing or recommendation will be considered as disqualification of the candidate and will not be entertained at any circumstances.**

SF* Self-Finance Courses starting in the academic year 2017 as afternoon batches from 1.45 pm to 7.00 pm

Classification / Categorisation of Seats

Aided Stream

Seats available in the college under aided streams are mainly classified as Merit seats [80%] (General Quota seats and Seats earmarked for Latin Community, SC/ST candidates) and Management seats [20%].

Category	Percentage
General Merit	40%
SC / ST	15% / 5%
Latin Community	20%
Management	20%

Self-finance Stream

Details of seats available under the self-finance stream

Category	Percentage
General Merit	50%
Management	50%

Distribution of seats marked under **Merit category (50%)**

Category	Percentage from the 50% seats in Merit
Open Quota	65%
Schedule Cast	8%
Schedule Tribe	2%
Ezhava, Thiyya & Billava	9%
Muslims	8%
Latin Catholics	2%
Other Backward Christians	1%
Other Backward Hindus	5%

Reservation of Seats

Types of Reservation: Out of the total merit seats available 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 any other candidates. 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 Programmes. 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. Candidates seeking admission under PD category should submit a self-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. No reservation of seats is allowed for Blind candidates for Science subjects. The applicants under PD quota should apply online. Seats reserved for PD/Special reservations are filled from the rank list prepared.
- iii. **Special Reservation:** - The seats reserved under Sports Quota and Cultural Quota come under this category. Such students should apply online. If vacancies arise due to discontinuation of candidates in Sports/Cultural/PD quota the vacant seat shall be merged with the Open merit quota.

Sports quota: - Two seats in each programme (Interchangeable) shall be reserved for candidates with outstanding records in sports & games. 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 participated in the National/ State School Meet over the sportsmen who have participated in the District/School Meet. The applicant shall submit the self-attested relevant certificates to prove eligibility for sports quota. The following guidelines shall be followed in determining merit in sports for admission to the UG Programme. Marks shall

be awarded to the First (Winner or the Winning Team), Second (Runner up or Runner up team), Third (third place) and participation

- A) Minimum eligibility for admission of a candidate to undergraduate Programme in Sports Quota is representation of a district in the State Championship in addition to his/her satisfying academic eligibility.
- B) For securing admission to UG Programme under Sports Quota, including readmission, the performance of the candidate at 11th and 12th standards alone will be considered.

No.	Tournaments Points for respective positions	1 st	2 nd	3 rd	Participation
1	Senior/Junior International Competitions	100	90	80	70
2	Senior/ Junior National Competitions	60	55	50	45
3	School Nationals (CISCE,CBSE,HSE,VHSE)	40	35	30	25
4	Inter collegiate/ Senior/Junior State Championship(Inter District)	20	15	10	5

Cultural Quota: - One seat for each degree programme (Interchangeable) shall be reserved for students who excel in Youth festival recognized by Director of Public Instruction (DPI). The selection shall be made from among the applicants for the cultural quota on merit as detailed in.

No.	Points of Participation	A	B	C
1	Kerala School Kalolsavam	20	10	5
2	Revenue District Level Youth Festival	10	5	-

A person can score points only in one category. The highest score will be counted.

iv. **Mandatory Reservation:-**

- (a) The seats for aided programme will be distributed as per the existing pattern given below:

Category	Percentage
General	40%
Schedule Cast	15%
Schedule Tribe	5%
Latin Community	20%
Management	20%

The seats under community quota reserved for students of the Latin Community shall be filled on the basis of merit. The seats under management quota shall be filled by the management from among candidates of their choice.

(b) The seats for self-finance programme will be distributed as per the existing pattern given below:

Distribution of seats marked under **Merit category (50%)**

Category	Percentage from the 50% seats in Merit
Open Quota	65%
Schedule Cast	8%
Schedule Tribe	2%
Ezhava, Thiyya & Billava	9%
Muslims	8%
Latin Catholics	2%
Other Backward Christians	1%
Other Backward Hindus	5%

The seats under management quota shall be filled by the management from among candidates of their choice.

Claims for Mandatory Reservation and Certificates to be produced

Claims for Mandatory Reservations must be made by a candidate at the time of online submission of application. The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstances.

Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both 'Community' and 'Income Certificates' obtained from the Village Officer concerned. The self-attested copy and the original of the above certificates should be brought during the time of admission. Claims for Reservation under **Kerala Scheduled Castes/Scheduled Tribes Quota**:-Candidates claiming reservation under Kerala Scheduled Castes/Scheduled Tribes Quota should obtain caste/community certificate from the Village offices concerned.

Other General Rules for Mandatory Reservation:-The seats which are not availed by the SC candidates will go to ST candidates and vice versa. The vacant seats reserved for SC/ST will be re-notified twice through print media and two special allotments will be conducted exclusively for filling up vacant seats of SC/ST candidates. If such seats are remaining vacant even after re-notification, the unfilled seats will be filled on the basis of merit as per the rank list of the Latin community.

List of Academic Programme & Sanctioned Strength

Sl. No.	Name of the Academic Programme	No. of seats
1.	B.A. Economics	60
2.	B.A. English	24
3.	B.Com. Taxation	50
4.	B.Com. Taxation (SF)	40
5.	B.Com. Computer Application (SF)	40
6.	B.B.A (SF)	30
7.	B.Sc. Physics	48
8.	B.Sc. Chemistry	48
9.	B.Sc. Industrial Chemistry	24
10.	B.Sc. Mathematics	32
11.	B.Sc. Botany	36
12.	B.Sc. Zoology	36
13.	B.Sc. Industrial Fish and Fisheries (SF)	30
14.	B.Sc. Aquaculture	24
15.	B.Sc. Computer Science (SF)	24
16.	B.Voc. Logistics Management	50
17.	B.Voc. Renewable Energy	50

Self-Finance Courses starting in the academic year 2017 as afternoon batches from 1.45 pm to 7.00 pm

Sl. No.	Name of the Academic Programme	No. of seats
18.	B.A. English Literature, Communication, Journalism (Triple Main) (SF)	60
19.	B.Com. Travel and Tourism (SF)	60
20.	B.Com. Cooperation (SF)	60
21.	B.B.M. (SF)	50

(SF) - Self-Finance Courses

Eligibility for Admission

Academic eligibility should be satisfied as on the last date of submission of academic data. In the case of candidates who have passed examinations of other Boards/Institutes/Governments, except CBSE/CISCE admissions shall be granted only if these examinations have been declared equivalent to the qualifying examinations of Mahatma Gandhi University. **If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she had indulged in ragging / undergone any disciplinary proceedings against the applicant and punished, admissions shall be denied or he/she shall be expelled from the college. Candidate possessing a good Conduct Certificate will only be admitted.** No candidate shall be admitted to the degree programme unless he/she possesses the qualifications and minimum requirements thereof. The original certificates should be submitted to the college at the time of admission.

Courses of Study

The following are the courses of study offered in the college and the stipulated eligibility criteria for admission to each of the courses. Candidates are asked to read the eligibility criteria carefully before completing the application form

Three year UG Programme under Choice Based Course Credit System

<i>A. Bachelor of Arts</i>		
No.	Course	Complementary
1.	B.A. Economics (Model I)	History & Political Science
2.	B.A. English (Model I)	Politics & Evolution of Literary Movements
3.	B.A. English Literature, Communication and Journalism (Model III)**	
Eligibility: Admission to all BA Degree Programme under the faculties of Language & Literature and Social Sciences shall be open only to candidates who have passed Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University, Kottayam as equivalent thereto		

* – Self Finance Programs

**– Self-Finance Courses starting in the academic year 2017 as afternoon batches from 1.45 pm to 7.00 pm

B. Bachelor of Commerce

No.	Course
1.	B.Com. Taxation (Model I)
2.	B.Com. Computer Applications* (Model I)
3.	B.Com. Taxation* (Model 1)
4.	B.Com. Cooperation** (Model 1)
5.	B.Com. Travel and Tourism ** (Model 1)

Eligibility: Admission to the B.Com. shall be open to candidates who have passed the Plus Two or equivalent examination recognized by Mahatma Gandhi University, Kottayam. Bonus marks will be awarded for the following subjects: (1) Commerce (2) Commercial Correspondence and Commercial Geography (3) Economics (4) Life Insurance with Salesmanship (5) Banking with Secretarial Practice (6) Business Studies (7) Mathematics (8) Computer Science/ Computer applications (9) Informatics Practice & Management, (10) Informatics Practice, (11) Management, (12) Accountancy (13) Book-Keeping and Accountancy under Part III of the Examination.

C. Bachelor of Science

No.	Course	Complementary
1.	B.Sc. Mathematics (Model I)	Statistics & Physics
Eligibility: Candidates shall be required to have passed the Plus Two/equivalent examination with Mathematics as one of the optional subjects or Mathematics as one of the subjects in Commerce group.		
2.	B.Sc. Physics (Model I)	Mathematics & Chemistry
Eligibility: Candidates shall be required to have passed the Plus Two/equivalent examination with Physics as one of the optional subjects at Plus Two level.		
3.	B.Sc. Chemistry (Model I)	Mathematics & Physics
4.	B.Sc. Industrial Chemistry (Model II)	Mathematics & Heavy and Fine Chemicals
Eligibility: Candidates shall be required to have passed the Plus Two/equivalent examination with Chemistry as one of the optional subjects at Plus Two level.		
5.	B.Sc. Botany (Model I)	Chemistry & Zoology
6.	B.Sc. Zoology (Model I)	Chemistry & Botany
7.	B.Sc. Aquaculture (Model I)	Biochemistry & Zoology

Eligibility: Candidates shall be required to have passed Plus Two or equivalent examination with Biology, Physics and Chemistry as optional, recognized by M.G. University.

* – Self Finance

**– Self-Finance Courses starting in the academic year 2017 as afternoon batches from 1.45 pm to 7.00 pm

8.	B.Sc. Industrial Fish & Fisheries *	Biochemistry & Zoology
Eligibility: Candidates shall be required to have passed Plus two or equivalent examination with Physics / Chemistry or Biology as main subjects.		
9.	B.Sc. Computer Science*	Mathematics & Physics
Eligibility: Candidates shall be required to have passed the Plus Two/equivalent examination with Physics, Chemistry and Mathematics.		

D. Bachelor of Vocational Studies

No.	Course	General Component	Skill Component
1	B.Voc. Renewable Energy *	Mathematics, Physics & Chemistry	Renewable Energy
2	B.Voc. Logistics Management *	B. Mathematics, B. Statistics, B. Management, IT & Entrepreneurship Development	Logistics Management

Eligibility: Candidates shall be required to have passed the Plus Two /equivalent examination recognised by the Mahatma Gandhi University, Kottayam

E. Bachelor of Business Administration

No.	Course	Complementary
1.	B.B.A*	Business Mathematics & Business Statistics
2.	B.B.M.**	Business Mathematics & Business Statistics

Eligibility : Candidate shall be required to have passed Plus Two or equivalent examination or an examination recognized as equivalent thereto by Mahatma Gandhi University, Kottayam

* – Self Finance

**– Self-Finance Courses starting in the academic year 2017 as afternoon batches from 1.45 pm to 7.00 pm

Preparation of Rank-list

The Rank List shall be prepared on the basis of marks arrived at according to the following conditions:

Handicap Marks

A handicap of **Five** marks for every successive attempt after the first attempt subject to a maximum of **twenty** marks will be deducted from the total marks in the case of those who have taken two or more chances to complete the examination. The number of chances means the number of chances taken for passing any part of the qualifying examination after the prescribed programme period. Appearance for improvement of marks shall not be considered as an additional chance. No marks for SAY pass outs will be imposed if admitted in the same academic year but five marks shall be deducted if he/she is ranked in the admission list of the succeeding year. Candidates who have passed the qualifying examination under SAY scheme or such supplementary scheme are eligible to apply for First Year programme in the same academic year, but they have to produce the mark lists on or before the closing date of admission.

Resolving of tie

If the index marks of two or more candidates happen to be the same, then for breaking the 'tie', the following criteria shall be followed one after another in the order given below:

- The candidate who has scored higher marks in the concerned elective subject shall be placed senior in the rank list. For B.Com. Programme, Business Studies (Commerce) shall be considered as the elective subject.
- The candidate who has scored higher marks for part III subjects (or the subjects other than languages, if part is not specified) taken together shall be placed senior in the rank list.
- The candidate who has scored higher marks in part I (English if part is not specified) shall be placed senior in the rank list.
- The candidate who has scored higher marks in part II (second language if part is not specified) shall be placed senior in the rank list.
- By giving residential weightage (at district/state levels)
- Preference shall be given to candidates who are older, and the age difference shall be calculated in completed years only, rounding down fractions.

Second languages will be allotted at the time of admission by the college based on the preference of the candidate and availability without incurring any additional financial commitment on the part of the Government / College and without any change in the existing staff pattern of the department concerned.

Bonus Marks

The Bonus Marks will be awarded as follows:

1. Bonus of 15 marks shall be awarded to applicants with NCC or NSS Certificates at 'Plus Two level' for admission to all Programme. An additional bonus mark of 3 will be given to 'A' Certificate holders, 5 marks to 'B' Certificate holders and 5 marks to 'C' Certificate holders in proof of their high proficiency.
2. Bonus of 15 marks shall be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-servicemen seeking admission to the Degree Programme. Applicants to this category should invariably produce along with the application form an attested copy of certificate issued not earlier than six months from the last date of submission of application from the military authorities or state/ZillaSainik Welfare Officer to the effect that he/she is the son/daughter of an ex-service man or an ex service man himself/herself.

The benefit of bonus marks can be scored by a candidate only under one category i.e., either NSS or NCC. Bonus marks shall be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks.

Indexing of Marks

Faculty of Language & Literature

B.A. English

Total marks obtained in the qualifying examination less handicap marks plus twice the marks secured in Part I English of the Plus Two/equivalent examination plus weightage of 50 marks to those who have taken English as one of the optional for the qualifying exam plus bonus marks if any.

Total marks obtained in the qualifying examination - handicap marks + (2 X Part I English Mark) + 50 (If English is an optional) + Bonus Mark if any

B.A. English Literature, Communication and Journalism

Total marks obtained in the qualifying examination less handicap marks plus twice the marks secured in Part I English of the Plus Two/equivalent examination plus weightage of 50 marks to those who have taken English as one of the optional for the qualifying exam plus bonus marks if any.

Total marks obtained in the qualifying examination - handicap marks + (2 X Part I English Mark) + 50 (If Journalism is an optional) + Bonus Mark if any

Faculty of Social Sciences

B.A. Economics

Total marks obtained in the qualifying examination less handicap marks plus the marks obtained for optional concerned at the qualifying examination plus a subject weightage of 50 marks in the case of those who have taken the subject (Economics) at the qualifying examination plus bonus marks if any. The subject concerned for the award of 50 marks as weightage will be as indicated below:

Total marks obtained in the qualifying examination - handicap marks + Mark scored for Economics + 50 (If Economics is an optional) + Bonus Mark if any.

Faculty of Sciences

All B.Sc. Programmes (Other than B.Sc. Computer Science)

Total marks obtained in Part III of the qualifying examination less handicap marks plus marks obtained for the particular subject concerned for which admission is sought plus bonus marks if any.

Total marks obtained in the Part III - handicap marks + Particular Subject Mark + Bonus Mark if any

B.Sc. Computer Science

Total marks obtained in Part III less handicap marks plus marks obtained for Mathematics/Computer Science (best of two) plus bonus marks if any.

*Total marks obtained in Part III - handicap marks + Mathematics or Computer Science Mark (Best of two)
+ Bonus Mark if any*

B.Voc. Renewable Energy

Total marks obtained in Part III of the qualifying examination less handicap marks plus bonus marks if any.

Total marks obtained in Part III – handicap marks + Bonus Mark if any

Faculty of Management Sciences**B.B.A.**

Total marks obtained in Part III of qualifying examination with 50% quota for Arts and Commerce Group and 50% quota for Science Group and if not filled up from one quota the rest can be filled from other quota plus bonus marks if any.

Total marks obtained in Part III - handicap marks + Bonus Mark if any

B.B.M.

Total marks obtained in Part III of qualifying examination with 50% quota for Arts and Commerce Group and 50% quota for Science Group and if not filled up from one quota the rest can be filled from other quota plus bonus marks if any.

Total marks obtained in Part III - handicap marks + Bonus Mark if any

B.Voc. Logistics Management

Marks obtained in Part III Optional of qualifying examination less handicap marks plus a weightage of 50 marks in each of the three subjects of Commerce combination subject to a maximum of 150 marks plus bonus marks if any. The optional subjects concerned under Part III will be Commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-Keeping and Accountancy, Economics, Life Insurance and Salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Computer Science/Computer Application, Informatics Practice, Management, Informatics Practice & Management.

Total marks obtained in Part III - handicap marks + 50 (for each optional subject of Commerce not exceeding 150) + Bonus Mark if any

Faculty of Commerce

B.Com.

Total marks obtained in Part III Optional of qualifying examination less handicap marks plus a weightage of 50 marks in each of the three subjects of Commerce combination subject to a maximum of 150 marks plus bonus marks if any. The optional subjects concerned under Part III will be Commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-Keeping and Accountancy, Economics, Life Insurance and Salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Computer Science/Computer Application, Informatics Practice, Management, Informatics Practice & Management, plus bonus marks if any.

Total marks obtained in Part III - handicap marks + 50(for each optional subject of Commerce not exceeding 150) + Bonus Mark if any

* * Marks obtained for the subjects in other streams (CBSE, CISCE, etc.) shall be standardized to that of Kerala Higher Secondary i.e. 200 marks per paper (200marks X 6 = 1200 i.e., total marks). The marks obtained for vocational subjects in VHSE/THSE, etc. are to be excluded while calculating index marks.

Albertian Online Admission Process (AOAP)

The applicants need to submit only one online application form while applying to all the UG Degree Programmes in the college whether in the General/ SC-ST/ Community/ Management/ Sports/ Cultural/ Lakshadweep and Persons with Disabilities (PD) quota (The relevant quota must be selected). If a candidate submits more than one application his/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.ac.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 St. Albert's College (Autonomous) should apply online through the Albertian Online Admission Portal (AOAP)

www.alberts.ac.in

Applicants can view/download a copy of the prospectus from the website. The step by step procedure for applying online is given in the website as well. 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.

APPLICATION PROCEDURE

Application procedure consists of two parts:

- **Part – 1 : Registration of Candidate (Personal Details and payment of application fee)**
- **Part – 2 : Submission of Application (Entering Academic Details)**

Part – 1 : Registration of Candidate (Personal Details)

1. Register online through www.alberts.ac.in and 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 misuse it. St. Albert's College (Autonomous) will not be responsible for any such eventuality.
3. The application fee can be remitted in either of the four methods :

3.1 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 have 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 confirmation of payment may take 2 working days.**

3.2 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 given Account Number. The confirmation of payment may take 2 working days.

3.3 Net Banking

If the applicant is an existing South Indian Bank (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.

3.4 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.

Part – 2 : Submission of Application (Entering Academic Details)

4. Once the registration is complete, the candidate can login to complete the application procedure. All fields have to be filled to complete the application.
The courses selected must be at par with the eligibility criteria. If a candidate has opted for a course for which he/she is not eligible, he/she will not be considered for admissions, even if his/her name is reflected in the provisional rank-list. 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.
5. The application submission will be successfully completed only when you get confirmation page from Albertian Online Admission Portal.
6. Click on the Profile link / Go to the login panel in Albertian Online Admission Portal and use the Email-Id as user-name and the password generated in order to refer to the details. In case the applicant forgets the password, an option for Lost Password is available just below the login panel.
7. By logging-in, you can view your application, choices with the index marks in the 'profile page'.
8. Applicants are requested to view the published provisional rank list of the respective subjects online on the given date.
9. No individual memo card will be sent to the candidates regarding the rank / chances.

The rank-list and admission dates will be published online only.

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

Fee Structure

Fee includes Tuition Fee, Special Fee to be remitted to the University/Government, Caution Deposit and other fees as per the Government/UGC/Mahatma Gandhi University guidelines.

Fee concession will be available for eligible candidates (SC/ST/OEC/OBC/FMC KPCR-FC/SEBC) as per the existing government norms on producing community/income certificate from competent authority. Fee concession will be available for eligible SC/ST/OEC candidates who are admitted in the merit seat of the self-financing courses. Income limit (excluding SC/ST/OEC/FMC): Degree- Rs. 1, 00,000/ or below per annum.

Admission Procedure

All applicants who seek admission to the college should report for the admission procedure at the college on the given date and time as per the provisional rank-list. Those who fail to do this will be treated as not interested and further claim for admission by these applicants will not be entertained. **Applicants are requested to remember the Albertian Online Admission Portal Number at the time of admission process.** The candidates should produce the following documents in original before the Principal/Head of the college/institution at the time of admission.

Documents to be produced at the time of interview:

1. Mark-list (original) and two attested copies of S.S.L.C. & Plus two mark lists.
2. Transfer Certificate (original).
3. Conduct Certificate (original).
4. Certificates of extra-curricular activities (original) if any.
5. Income Certificate, if eligible for fee concession (original).
6. Community Certificate for eligible candidates (original).
7. Attach necessary certificates, if applying under physically handicapped quota.

Candidates migrating from outside Universities/ Boards, if selected, should produce the eligibility certificate from the Mahatma Gandhi University at the time of admission.

***Self-attested copy of the Online Mark list, in case the original mark list is not issued**

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 Admittance Card**
6. **Confirmation of Admission by the Principal**
7. **Remittance of Fee**
8. **Enrollment into the College Register**
9. **Issue of Fee Receipt**
10. **Reset Counter (if required to change from one degree to another)**

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 provisional rank-list is based on the information furnished by the candidate online, the eligibility should be confirmed at the time of admission. The Admission Committee verifies the details furnished by comparing the same with the original documents produced by the candidate. Any discrepancy will result in the denial of admission.

SEAT ALLOTMENT PROTOCOL

The admission will be on a hierarchical basis. The hierarchy of order is as follows:

1. **SPORTS/ARTS/PD**
2. **General Merit (GM)**
3. **SC/ST Merit**
4. **Community Merit**
5. **Management Quota**

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.

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

Part – 1 : Registration of Candidate (Personal Details and payment of application fee)

STEP 1:- Log in www.alberts.ac.in and click on **ADMISSION PORTAL**.



STEP 2: Click on 'Undergraduate'. Registration form will be shown as given below. Provide information in all the required fields. Select the quotas under which you would like to apply for.

UG Admission

St. Albert's College
[Best Viewed in Chrome]

For Registered Applicants

LOG IN

REMEMBER?

Under Graduate Courses :

[ARTS](#)

[BA \[Economics, English\]](#)

[MANAGEMENT](#)

UG Registration

* required fields

Personal Details

Full Name*(SSLC book)	Initial	Expansion of Initials	House Name
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Email Id*	Confirm Email Id*	Mobile Number	Mother Tongue
<input style="width: 95%; height: 20px;" type="text"/>			

Date of Birth	Gender*	Religion*	Community*	Category
dd ▾ / mr ▾ / yyyy ▾	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	Reselect Religion ▾	<input style="width: 95%; height: 20px;" type="text"/>

Name of Father	Occupation	Parent Contact	Place of Birth	Nationality*
<input style="width: 95%; height: 20px;" type="text"/>				

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

UG Admission

St. Albert's College
[Best Viewed in Chrome]

For Registered Applicants

LOG IN

REMEMBER?

Under Graduate Courses :

[ARTS](#)

BA [Economics, English]

[MANAGEMENT](#)

Dear ABCD

Thankyou for completing the first step

Your Username is : abcd

Your Password is XXXXX

In Order to Submit Your Application Complete the Following Steps

1. Login with the above given username and password
2. Select a mode of payment
 1. PRINT OUT [Challan / Other Modes]
 1. Payment through Chellan : Take a print of the Chellan and remit the fees in one of the nearest SIB branches
 2. Payment through Other Modes : take a print of the account number and remit the fees through any of the Banks to the specified Account number
 2. INTERNET BANKING : This option is valid for SIB Account holders only
 3. PAYMENT GATEWAY : Pay through Debit/Credit or Net Banking from any bank
3. Once the payment is successful complete the application
4. Submit the application

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

UG Admission

St. Albert's College
[Best Viewed in Chrome]

Profile

ABCD

(Edit my Account)

Logout

ABCD

Personal Details	
Full Name:	ABCD
Email Id:	christ@alberts.ac.in
Mobile Number:	46577
Gender:	FEMALE
Religion:	HINDU
Community:	KJHH
Category:	OBC

PLEASE SELECT MODE OF PAYMENT

 <div style="background-color: #333; color: white; padding: 5px; border: 1px solid #ccc;"> AT ANY BRANCH OF SOUTH INDIAN BANK </div> <small>No Service Charges</small>	 <div style="background-color: #333; color: white; padding: 5px; border: 1px solid #ccc;"> AT ANY BRANCH OF ANY OTHER BANK </div> <small>No Service Charges(Except NLT)</small>	 <div style="background-color: #333; color: white; padding: 5px; border: 1px solid #ccc;"> SIB INTERNET BANKING (ACCOUNT HOLDER) </div> <small>No Service Charges</small>	 <div style="background-color: #333; color: white; padding: 5px; border: 1px solid #ccc;"> PAYMENT GATEWAY ONLINE-BANKING </div> <small>Service Charges Applicable</small>
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Part – 2 : Submission of Application (Entering Academic Details)

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

UG Admission

St. Albert's College
[Best Viewed in Chrome]

Profile

ABCD
 (Edit my Account)
 Logout

UG Application

Search

* required fields

Personal Details				
AOAP ID:	A111A11160047			
NAME	ABCD			
House Name:	Gender:	Date of Birth:	Place of Birth:	
	MALE	--		
Country:	State:	Religion:	Community:	
	KERALA	CHRISTIAN	LATIN	
Marital Status	APL / BPL	Category:	Mobile Number:	Landline Number:
			234567	
Residence:	Panch/Municip/Co-opera	Taluk	Permanent Address:	
Name of Father:	Occupation of Father:	Contact Number:	682018	
Name of Mother:	Occupation of Mother:	Family Annual Income:	Email id:	
			abcd@gmail.com	



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

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STEP 4: Login with username and password (Case sensitive) and view the selected choices along with the index mark.

UG Admission
St. Albert's College
[Best Viewed in Chrome]

Profile

CHRISTYDAVIDP
(Edit my Account)
Logout

ABCD

Personal Details	
Full Name:	ABCD
Email Id:	christydauidp@alberts.ac.in
Mobile Number:	46577
Gender:	FEMALE
Religion:	HINDU
Community:	FGHJ
Category:	OBC

VIEW APPLICATION

Quotas Applied For	GENERAL, SPORTS, ARTS, PHYSICALLY CHALLENGED, MANAGEMENT	
Choice 1:	BSC AQUACULTURE	674
Choice 2:	BCOM TAXATION	662
Choice 3:	BCOM TAXATION (SF)	662
Choice 4:	BCOM COMPUTER APPLICATIONS	662
Choice 5:	BA ENGLISH	1154.8
Choice 6:	BSC MATHEMATICS	562
Choice 7:	BSC CHEMISTRY	562
Choice 8:	BSC COMPUTER SCIENCE	562

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The Candidate can login to his/her profile and can view the rank-list, choices and index mark online. Once the provisional rank-list is published admission and interview details will be available in their profile page. The candidate has to be present on the date and time of admission along with the required documents and fees (if applicable).

