



St. Albert's College

AUTONOMOUS

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ERNAKULAM



Postgraduate Admission **Prospectus 2023 - 24**

M. Voc Logistics Management



St. Albert's College

AUTONOMOUS



0091-484-2394225



<https://www.alberts.edu.in>



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Post Graduate Admission Prospectus 2023- 24

M. Voc Logistics Management



Accredited by NAAC at 'A'
Grade (2016)
ISO 9001:2015 Certified by
TUV Rheinland



One of the Top Ten Colleges
in the World working hard to
conserve aquatic endangered
species



Selected for FIST program
of DST
Star College of
Dept. of Biotechnology,
Govt of India

St. Albert's College
AUTONOMOUS

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About St. Albert's College (Autonomous)

St. Albert's College (Autonomous), situated at a premier location in the city of Kochi, and is a first grade Autonomous 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 College is accredited with 'A' grade by NAAC and ISO 9001-2015 certified by TUV Rheinland. The programmes provided by St. Albert's College (Autonomous) imparts knowledge and fosters attitudes essential for the overall development of students, thereby turning them into competent and responsible educated citizens. The programmes have been designed after extensive research and provides students with multiple career opportunities. With 31 under graduate programmes, 17 post graduate programmes and 1 integrated postgraduate programme in Statistics and 7 research centres leading to Ph.D., St. Albert's College (Autonomous) is indeed a front-runner in the field of higher education.

VISION

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

MISSION

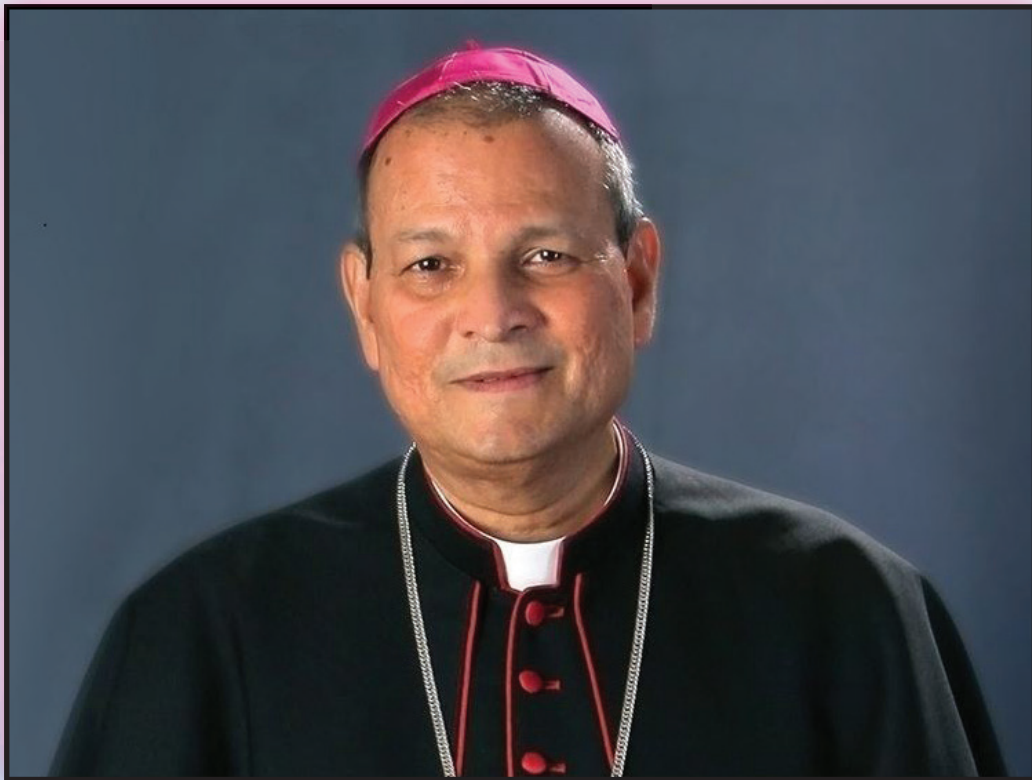
Inspired by the Eternal Teacher, Jesus Christ, we strive towards the goal of equipping young people to meet the challenges of the modern times by providing an all-round formation. We exist for our students and provide them with a most friendly innovative and growth-oriented ambience to create knowledge,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

COAT OF ARMS

Our 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 the College colours which signify hope and sacrifice. Our motto “FOR TRUTH AND SERVICE” can be seen at the bottom. Our Coat of Arms clearly reflects the moral, material and spiritual objectives cherished by the founder of this College. It exhorts the students to equip their minds with knowledge, to tread steadily along the paths of life, guided by the light of truth, love and service to achieve success in life, and, above all, to be prepared to make any sacrifice that is required of them for a noble and worthy cause. It is the sacred duty of every Albertian to follow the noble ideals that the Alma Mater has set for him/her to emulate and exemplify in his/ her life.



OUR PATRON



His Grace Most Rev. Dr. Joseph Kalathiparambil
Metropolitan Archbishop of Verapoly

Albertian Heritage

St. Albert's College is an Autonomous Institution situated at the heart of the city of Kochi, affiliated to the Mahatma Gandhi University, Kottayam and is functioning under the management of the Archdiocese of Verapoly. 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. On August 18, 1898 the school got the recognition of Madras University. This has been a premier centre of learning for the young male children of wider Cochin area from its very inception. 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. His Grace, a noble prelate of rare vision and saintliness, was of the view of promoting higher education among his flock. It was with this vision that His Grace ventured upon the onerous mission of starting a College. The laboriousness of this colossal project, however, was shared by the selfless and devoted service of the Rt. Rev. Msgr. Alexander Lenthaparambil, the then Vicar General of the Archdiocese. Also in the forefront was the Very Rev. Msgr. Joseph Vaipicherry, who took charge as the Manager of both the High School and the College and also the Secretary to the College Governing Body.

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 to function on 16 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. Throughout its history, the College has enjoyed the vision and the benevolent services of many great men of God. The Most Rev. Dr. Joseph Kelanthara, who succeeded the Most Rev. Dr. Joseph Attipetty, and the Most Rev. Dr. Cornelius Elenjikal, who then followed, spared no pains and efforts in maintaining the noble vision of their predecessors.

The contributions made by the Rt. Rev. Msgr. Emmanuel Lopez and the late Auxiliary Bishop the Rt. Rev. Dr. Antony Thannikoth have helped the College in upholding the higher ideals of education. The College celebrated its Golden Jubilee in 1996-97 and there began a new era of job oriented courses. During the time of the Most Rev. Dr. Daniel Acharuparambil, who was a visionary and philosopher, the college reached new heights in academic excellence. In 2009, the college was awarded 'A' grade by NAAC. In 2016 NAAC reaccredited the College at 'A' grade for the 2nd time, during the time of Most Rev. Dr. Francis Kallarackal, the former patron.

In 2016 March, University Grants Commission granted Autonomous status to the College. In 2017, the college was recertified for ISO 9001: 2015 by TUV Rheinland. The College has also been selected under FIST scheme of DST and Star college programme of DBT. Today, with 31 Under Graduate Programmes, 17 Postgraduate Programmes including Master's Programmes in Space Science and Technology, Business Administration, Social Work, 1 integrated Post graduate Programme in statistics and 7 Research Centres leading to Ph.D., St. Albert's College (Autonomous) is indeed a front-runner in the field of higher education. Under the benevolent patronage of the Most Rev. Dr. Joseph Kalathiparambil, Metropolitan Archbishop of Verapoly, the College is marching ahead to higher echelons in the field of higher education.



DEPARTMENT OF LOGISTICS MANAGEMENT

Undergraduate Degree Programme

B.Voc Logistics Management

Postgraduate Programme


M.Voc Logistics and Supply Chain Management

Certificate Programme

Personal Enhancement Lab

Contact

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 Logistics at Alberts

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First time in Kerala, a University has started a 3-year full-time UG Degree Programme in Logistics Management, in St. Albert's College (Autonomous). The University Grants Commission (UGC) has launched a scheme on skill development based on higher education as part of college/university education, leading to Bachelor of Vocation (B. Voc) Degree, an undergraduate course with multiple exits as Diploma / Advanced Diploma / Degree under the National Skill Qualifications Framework (NSQF). Department of Vocational Studies in Logistics Management is successfully continuing its journey since 2014 in St. Albert's College (Autonomous), Ernakulam. The B. Voc Logistics Management is a three-year programme which was commenced in the academic year 2014 November and it gained its momentum gradually. Now the programme is a self-financing course since 2017. In the academic year 2020 November, UGC has launched a programme Mvoc Logistics Management in addition to B. Voc program. were it fledges with 6 full time faculties and 157 plus students .

VISION

“To be a Centre of Excellence in the field of Logistics and Supply Chain Management through high quality knowledge sharing and growing with Academics and Corporate, for the Community.”

MISSION

“To inspire, guide, and equip future Logisticians, to perform their tasks efficiently and effectively. We will strive for their real transformation and eradicating all shortcomings from their lives so that they always satisfy their customers”.

Milestones

- 2014** : *First time in Kerala, a University has started a 3-year full-time UG Degree Programme in Logistics Management, in St. Albert's College. .*
- 2014** : *A fully vocational skill enhancement Programme, under Logistics Sector Skill Council, Ministry of Human Resources, GOI, commenced the first Batch, in November 2014, under the Department of Commerce.*
- 2015** : *Became an independent Department (Dept. of Vocational Studies – DVS)*
- 2017** : *Secured 2nd and 3rd rank in MG university examination.*
- 2020** : *M. Voc Logistics Management started at St. Albert's College (Autonomous), Ernakulam.*

Why M.Voc Logistics And Supply Chain Management @ Albert's?

Shipping and Logistics is the right career option for individuals who are interested in transportation business management in India. With various opportunities available in the industry, shipping and logistics can be a very advantageous career .The Bureau of Labor Statistics projects 4.4 percent employment growth for logisticians between 2019 and 2029. With the rapid growth of e-commerce and other related industries, transport & logistics courses has become an important aspect .Logisticians populate almost every field, from retail to finance to government. In the private sector, they handle shipping, distribution, warehousing and quick deliveries to customers. As the College is located in Ernakulam, the port city of Kerala, the students get International exposure in various Logistics industries like Seaport ,Airport ,Freight forwarding , Logistics Companies etc. On the Job Training and Internships provided in the academic programme give the students a live experience in the field of International Logistics in addition to theoretical Knowledge.

M. Voc Degree Programme in Logistics Management is based on skill development and semester system with four semesters, offering 4 weeks internship in second semester and 8 weeks internship in final semester. In addition to that the degree programme is offering a post graduate advance diploma certificate upon completing 1st year. The present curriculum offers wide exposure to various conventional, advanced and applied fields in Logistics Management which will facilitate them for a graduate finale course or for pursuing higher studies in Logistics. It is intended that students will acquire due knowledge and skill which will enable them to get employed in technological research Institutes, and in related Industries/departments. Attempts were also made to integrate the essential components to generate interest for self-employment or startups among the pupils. All possible attempts have been made to update the syllabus by incorporating current and most recent developments in various branches of Logistics Management.

Our Faculty



Mr. LYNN PAUL, HOD in charge, MBA in LOGISTICS

Lynn Paul is a graduate in management specialized in Logistics and Shipping management from Vels University, Chennai. He has four years of experience in the international shipping field and two years of experience in teaching in Logistics and shipping. His areas of interests are Export and Import, Chartering, International Business, Cargo handling, EXIM Consultancy. He serves as department media, social outreach and sports coordinator. He encourages and helps students to develop creativity and higher-order thinking in a way that increases their performance.



Ms. JIYA BENNY MBA in MARKETING & HR

Jiya Benny, joined as Asst. Professor in the Department of Logistics management, St. Albert's College on 7th October 2021. She is MBA Graduate Specialized in Human Resource Management and Marketing. She had done her degree in B.voc Renewable Energy. She has also accomplished a distance learning course of Diploma in Marketing Analytics from University of Virginia. She worked as an academic consultant in Avodha Educational Institute during her studies. She presented her research paper on the topic Addictive Gaming Among Youth in Albertian Knowledge Summit, 2020 and also a paper on the topic Study on perception of adults in covid-19 vaccination.

She had coordinated many programs in college level. She was the main coordinator in the 2021 Albertian International Conference on Recent Trends in Management. She has conducted a research study on consumers intention to use non plastic shopping bags in Kochi and her paper published in the journal Erudition, The Albertian Journal of Management. She attended many workshops like social entrepreneurship(International workshop), wing women rise together etc. She has done many online certification diploma courses in Marketing, HR, Business Communication, Digital Marketing, Project Management etc. Teaching is her passion and she is confident, optimistic and self disciplined person. She is currently looking forward to do her PhD.



Ms. SHAIZA SHARAF, MBA in FINANCE & HR, NET

Shaiza Sharaf joined as Assistant Professor in Department of Logistics Management at St. Albert's College (Autonomous), Ernakulam on 4th July 2022.

She has qualified National Eligibility Test (NET) in Management Subject. She is a MBA Graduate specialized in Finance and Human Resource Management. She has graduated in BBA Finance. She has one year experience in

teaching in Management. She has prior experience in Taxation & Audits. She had been an event coordinator for National level Management Fest during her Post Graduation Program. She has attended seminars and workshops on Entrepreneurship, Finance and Teaching. She foster to develop aptitude and skills in students which will help them in their career.



Ms. SANDRA BABU M.Com

Joined St Albert's College(Autonomous) as an Assistant Professor on 22 Aug 2022. Completed B.com(2020) from St. Albert's College, M.com (2022) from St. Teresa's College(Autonomous), High School Studies at St. Joseph's C.G.H.S.S



Ms. MEENU BALAN

MBA in HR & MARKETING

Meenu Balan joined as Assistant Professor in Department of Logistics Management at St. Albert's College (Autonomous), Ernakulam on 25th October 2022. She is a MBA Graduate specialized in Human Resource Management and Marketing Management from KMM College Thrikkakara. She has graduated in BSc Maths from St Pauls College Kalamaserry. She has prior experience in CBSE School for 3 years. She had been an event coordinator for Management Fest during her Post Graduation Program. She foster to develop aptitude and skills in students which will help them in their career.



Ms Mary Nefla

MCom NET

Mary Nefla joined as Assistant Professor in the Department of Logistics at St. Albert's College (Autonomous), Ernakulam in August, 2021. She completed her Commerce graduation specialized in taxation and Post Graduation in Finance (M.Com) from St. Albert's College. She qualified National Eligibility Test (NET) in Commerce conducted by UGC in the first appearance itself while pursuing her PG in 2012. She immediately started her teaching career at Vidyabharati Group

of Institutions, Kalamassery as lecturer in Commerce department. There she handled Accounting papers for the students of MBA and PG Diploma in Logistics. After a year at Vidyabharati, she joined SNGIST Group of Institutions, N. Paravur as Assistant Professor in Commerce department. During her spell at SNGIST, she bagged the certificate of merit for teaching excellence. In 2016 December, she joined St. Albert's College as Assistant Professor in Commerce department and continued till 2017 July.

In addition to her M. Com Degree, she also procured an Advanced Diploma in Corporate Communication and Documentation, a career oriented programme sponsored by UGC and a certificate of training in Computerised Professional Accounting conducted by SIMS. She has presented a paper in the UGC sponsored National Seminar on 'Recent Challenges in Indian Banking Sector' organised by SNM College, Maliankara. She has attended many Faculty Development Programmes, workshops, panel discussions, summits and seminars on Research Methodology, Data Analysis with SPSS, Entrepreneurship and Financial Management. She is looking forward to develop and implement career enhancement programmes and activities in order to contribute towards the overall growth of the students, the department and the institution.



Ms Sruthy Ramachandran MBA in FINANCE AND MARKETING

Sruthy Ramachandran, joined as Asst. Professor in the Department of Logistics Management, St. Albert's College (Autonomous) on 9th February 2023. She is an MBA graduate specialized in Finance and Marketing. She is accomplished with two years of teaching experience at University Institute of Technology (Kerala University). Over and above that she holds an industry experience as a Strategic Business Consultant for a reputed business consultancy firm based in Cochin. Was also had an experience being an intern at Reliance Retail Limited, Bangalore. In addition to her MBA degree, she also procured a Diploma in International Financial Reporting Standards.

She has presented a research paper on "Women Entrepreneurs in MSME Sector" as part of national level competition organized by Kristhu Jyothi College of Management and Technology, Kottayam. She attended a seminar on "Global financial crisis : Causes, implication and solution" held at university of malaya, Malaysia. She received an appreciation letter for conducting a market feasibility study for a branded textile store at Trivandrum and coordinated CII Yuva campus to corporate programme during her college level. She has participated in CARPE DIEM 2016 Conducted by IIM Calcutta and also in so many management fests.

As teaching is her passion she has attended couple of Faculty Development Programmes organized by IIMC Hyderabad and organized FDP – PRISM in association with SEBI held at TKM Institute of Management, Kollam. She is an optimistic and self disciplined person, currently looking forward to do her PhD.

Highlights of the Programme

- ★ Comprehensive Curriculum
- ★ Excellent Career Opportunities
- ★ Assured Placement Assistance
- ★ Internships and OJT (Semester wise)

Certificate Programme : Personal Enhancement Lab

- ★ To develop social skills, work life skills, emotional maturity and emotional health.
- ★ Development of leadership skills to improve teamwork, creativity, efficiency & productivity.
- ★ Development of presentation skills to enhance sales, project explanations, self-confidence, relationship development.

Innovative Programmes and Activities

★ Epifano– An exhibitions cum sale to boost up the entrepreneurial functional area of students. An Intra collegiate exhibition cum sale programme initiated by the department of logistics to enhance the entrepreneur skills, personality skills and marketing skills among the students.

★ Novalise – Academic extension program to aspire the higher secondary students for a better academic prospectus. It was a national level online contest for Plus Two students. The contest was organised under three sessions.

a) Best Quote

b) Essay writing

c) Power point presentation

★ Centre for Wind Energy Technology: This autonomous organization shortly called as C-WET works under the control of the ministry with the objective of serving as the technical focal point for wind power development

★ Snehasparsham – The Dept. of Logistics Mgt. celebrated World Student's Day on 'Snehasparsham', a social outreach programme to extend our helping hands to disabled community. The event helped to fill the students with compassion and love towards mentally challenged children.

★ Meraki–Establishing and sustaining the network channel among the Alumni of Department of Logistics Management. Alumni engagement leads to lifelong alumni relationships, alumni helping the current students choose the right career stream or college, internships, placements and donations or can even fund scholarships.

★ Cheer-up society – Social outreach program to help the needy people in and around students residing area. The programme's aim is to help the needy people in and around us with the amount collected from the students and teachers in our department.

★ **Perceive your customer**

In this activity different types of customers were identified and analyzed through Role playing. Role – playing is a process where students act out roles to explore a particular scenario.

Here students assume the roles of different types of customers and also of store keepers and act out the characteristics of those customers. Also, the students portraying as the store keepers shows, how these customers are to be handled.

Role playing is most useful to help students prepare for unfamiliar or difficult situations where we can apply the theories that we have studied.

★ **Chat room**

Chat room is an activity based on group discussion. Here a common topic will be assigned to selected groups and they build a healthy discussion around that topic. Group Discussion is a mutual gain of knowledge for all the participating members. It enables a participating candidate to think in divergent directions to generate more points and a good presentation of the topic in the group.

In a Group Discussion more than one brain think and give their views and opinions on the topic. Thus you can benefit yourself with different angles to think and consider on the same topic and incorporate all these points while writing answers in the exam.

★ **Brain O Brain**

Brain o brain is a teaching method using online quiz platform like quizzes, kahoot etc on weekly or even daily basis, which helps students to put what they have learned into practices. Here student are given an opportunity to participate in a live online quiz from their syllabus topics . This online tests makes it easy to give (or get) immediate feedback, which helps our students to get the right answer the next time they encounter the question.

★ **Understanding the freight business**

Get instant data on each student's progress through skills and track their mastery of standards over time. Maximize the effectiveness of your teaching by assigning such targeted activities to groups of students by that understanding the learning gaps and supporting students who are falling behind.

★ **Round Table**

This activity is a healthy group discussion about a specific topic which helps each group member to explore and discover personal meanings of a topic through interaction with other people. The result or end product of group discussion can be a particular decision, enhanced knowledge, actions, an argument, doubt-clearing, disagreement, etc.

Collaborations and MOUs

Memorandum of Understanding (MoU) is signed on the 04 day of June, 2020 between St. Albert's College (Autonomous), Kochi, India represented by its Chairman, Fr. Antony Arackal and Mereena Group of Companies, Kochi, Kerala, represented by its CEO, Xavierkutty Puthethu.

MOU signed on 4th day of September 2019 between St Albert's College (Autonomous) Kochi, India represented by its Chairman, Fr. Antony Arackal and Fusion Shipping Worldwide Pvt Ltd India represented by its director Ms Shiny Sebastin as the Second party Fusion Academy of excellence Pvt Ltd Kochi India represented by its director Mr Krishnan Subramanian as the third party.



Recruiters







कोचिन पत्तन प्राधिकरण
Cochin Port Authority



Industrial Visits

The objective of an industrial visit is to provide the students an insight regarding the internal working of companies. Today, we all perfectly understand that theoretical knowledge is just not enough for a successful professional career.



Placements

The Department of Logistics Management has a full-fledged placement cell that supports students in career counseling and placement

ST. ALBERT'S COLLEGE (AUTONOMOUS) ERNAKULAM
DEPARTMENT OF LOGISTICS MANAGEMENT
M.Voc Logistics & Supply Chain Management
2020-22
Congratulations on Placement

 IS Rahul Sanjeev MANCHESTER FREIGHT SYSTEMS PVT LTD	 Sreen Berny SATKAM LOGISTICS PVT LTD	 Abhishek Hariharan GAC SHIPPING PVT LTD
 Tilvin Thomas CAPELINE SHIPPING LLC	 Hardin Rixon JETZ GLOBAL LOGISTICS PVT LTD	 Monish N Vinod PRABHU STEELS, COCHIN
 Aadhya S Nair SHAUM SOLUTIONS PVT LTD		

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Eligibility Criteria

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 prerevised pattern) for Part I, II & III put together.

Programme Structure

First Semester

- Organizational Behavior
- Quantitative Techniques
- Principles of Management
- Entrepreneurial Development
- Fundamentals of Accounting
- Business Communication
- Fundamentals Of Logistics

Second Semester

- Research Methodology
- Human Resource Management
- Export Import Management
- Operations Management
- Warehouse & Inventory Management
- Port Operations
- Internship

Third Semester

- Business Ethics
- Managerial Economics
- Marketing Management
- Financial Management in Logistics
- Air Cargo Management
- Global Supply Chain Management
- Shipping & Ocean Freight Logistics

Fourth Semester

- Shipping & Maritime Law
- Operations Research
- Environmental Management
- International Logistics Management
- Artificial Intelligence in Logistics
- Major Project & Dissertation

RANK LIST

The Rank List shall be prepared on the basis of marks arrived at according to the following conditions. Under Pre - CBCSS pattern, the rank list of PG 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

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.

RESOLVING OF TIE

In the case of more than one candidate obtaining equal index marks, the candidate who 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.

BONUS MARKS

The Bonus Marks will be awarded as follows:

1. Bonus mark of 10 shall be awarded to 'B' and 'C' Certificate holders in proof of their high proficiency. 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. 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.
2. Bonus mark of 5 shall be awarded to NSS Certificate holders. 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.
3. 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 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/ Zila Sainik Welfare Officer to the effect that the applicant is the son/daughter of ex-service man or an ex-service man himself/herself.

4. The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC.
5. 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.

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.

Reservation of seats

Types of reservation:

Out of the total merit seats available in Aided/Self financing PG programmes, seats will be reserved for different categories under the following main items:

1. *Reservation for international students*
2. *Reservation for nominees*
3. *Reservation for persons with disabilities*
4. *Reservation for transgender candidates*
5. *Special reservation*
6. *Mandatory reservation*

Reservation for international students

10% additional seats shall be created for all Programmes in St. Albert's College(Autonomous) over and above the sanctioned strength and will be added to the total merit seats exclusively for the purpose of accommodating international students. These seats shall not be filled up with other candidates. The students who seek admission in this category should contact the Dean, International Affairs (Email.id : ia@alberts.edu.in).

Reservation for nominees:

Reservation of seats for students from Lakshadweep Islands

An additional seat shall be created in St Albert's College (Autonomous) and added to the total merit seats exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep (u.o no. Ac a1/3/2761/06 dated 20.07.2006).

Reservation of seats for Malayalee students from Andaman & Nicobar islands

An additional seat for each Programme in St. Albert's College(Autonomous) shall be created exclusively for the purpose of Malayalee students from Andaman & Nicobar Islands. This seat shall not be filled up by other candidates (u.o. No. 6199/ai/2016/acad dated 23.11.2016).

Reservation for Persons with Disabilities (PwD)

5% seats of the sanctioned strength shall be created over and above in St. Albert's College(Autonomous) exclusively for candidates with benchmark disability (as per clause 32 (I) of chapter vi, the rights of persons with disabilities act, 2016).

'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 differently abled categories should submit the "certificate of disability", issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. The permanent disability card issued by the state government is also considered. The permanent disability card has a lifelong validity when issued to a disabled person - above the age of 18 years. For disabled children below 18 years of age, the card is required to be updated once in every five years. Based on the details furnished in the online application, candidates will be provisionally included under the "differently abled" category. Candidates seeking admission under PD category should upload 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 selection of candidates under this category will be based on the rank in the inter-se-merit list and not on the basis of the degree of disability

No reservation of seats is allowed for blind candidates for programmes which come under the faculties of Science/Technology & Applied Sciences.

Mark relaxation for PwD candidates

A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013/2017) applicants and 45% marks for pre - CBCSS applicants for admission to M.Sc programmes and CGPA of 1.60 for CBCSS (2009), 4.0 for CBCSS (2013/2017) applicants and 40% marks for pre CBCSS applicants for admission to M.A./ M.Com programme

Reservation for Transgender candidates

Two seats shall be created over and above the sanctioned strength in all Programmes in St. Albert's College(Autonomous) exclusively for admitting transgender students. (G.O (ms)no.153/2018 HEdn dated 03.07.2018).

Special Reservation

The seats reserved under Sports quota and Cultural quota come under this category. Such students should apply online.

Reservation of seats under Sports Quota

Age limit: Upper Age Limit for applying through sports quota is 25 years. The following norms are prescribed for admission under Sports Quota.

One seat for every 20 seats for M.A., M.Sc., and M.Com Programmes with permission for interchangeability. Where the number of seats is less than 20 for a subject, the seats may be pooled together, MA, 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.

Where the number of seats is still less than 15 after such pooling, all PG Programmes may be pooled together.

After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.

A minimum of one seat may be given if there are no sufficient seats.

The applicant for admission to the Sports Quota should have represented at least the College in the Inter-Collegiate competitions. Preference shall be given to sportsmen who have represented the State/University, over the sportsmen who have represented the District/College. Performance in any year during the Under Graduate Programme only will be taken into consideration. The following guidelines shall be followed in determining merit in sports and games for admission to the PG Programmes.

Points shall be awarded to the first (winner or the winning team), second (runners up or runners up team), third (third place) and participation as :

Sl. No.	Item	Points
1.	Representing India in approved world championships/Olympics and winning gold medal	200
2.	Representing India in approved world championships/Olympics and winning silver medal	195
3.	Representing India in approved world championships/Olympics and winning bronze medal	190
4.	Representing India in approved world championships/Olympics	185
5.	Representing India in commonwealth games/ Asian games/Asian championship etc. And winning gold medal	180
6.	Representing India in commonwealth games/ Asian games/Asian championship etc. And winning silver medal	175
7.	Representing India in commonwealth games/ Asian games/Asian championship etc. And winning bronze medal	170
8.	Representing India in commonwealth games/ Asian games/Asian championship etc.	165
9.	Representing India in world university games and winning a gold medal	160
10.	Representing India in world university games and winning a silver medal	155
11.	Representing India in world university games and winning a bronzemedal	150
12.	Representing India in world university games	145
13.	Representing India in regional championship such as SAF games and winning a gold medal	140
14.	Representing India in regional championship such as SAF games and winning a silver medal	135
15.	Representing India in regional championship such as SAF games and winning a bronze medal	130
16.	Representing India in regional championship such as SAF games	125
17.	Representing Kerala State in national championship for senior / youth and winning gold medal	120
18.	Representing Kerala State in national championship for senior / youth and winning silver medal	115
19.	Representing Kerala State in national championship for senior / youth and winning bronze medal	110
20.	Representing Kerala State in national championship for senior / youth championship	105

21.	Representing a university in all India / south zone inter university competition and winning a gold medal	100
22.	Representing a university in all India / south zone inter university competition and winning a silver medal	95
23.	Representing a university in all India / south zone inter university competition and winning a bronze medal	90
24.	Representing Kerala State in south zone championship for senior/ youth and winning gold medal	85
25.	Representing Kerala State in south zone championship for senior/ youth and winning silver medal	80
26.	Representing Kerala State in south zone championship for senior/ youth and winning bronze medal	75
27.	Representing Kerala State in south zone championship for senior/youth	70
28.	Representing university in all India / south zone inter university championship	65
29.	Representing state in all India rural sports/ women's sports and winning a gold medal	60
30.	Representing state in all India rural sports/ women's sports and winning a silver medal	55
31.	Representing state in all India rural sports/ women's sports and winning a bronze medal	50
32.	Representing Kerala State in all India rural sports/women's sports	45
33.	Representing district in inter- district championship for seniors / youth and winning a gold medal	40
34.	Representing district in inter- district championship for seniors / youth and winning a silver medal	35
35.	Representing district in inter- district championship for seniors / youth and winning a bronze medal	30
36.	Representing district in inter- district championship for seniors / youth students selected for KSSC sports hostel scheme	25
37.	Representing a college in the inter collegiate championship and winning a gold medal	20
38.	Representing a college in the inter collegiate championship and winning a silver medal	15
39.	Representing a college in the inter collegiate championship and winning a bronze medal	10
40.	Representing a college in the inter collegiate tournament	05

The selection of candidates under the category will be based on the proficiency in sports/games.

1. A person can score points only in one category.
2. The highest score will be counted
3. Where bracketed, scores in other categories will be counted
4. Where still bracketed, priority will be given in the order of merit i.e.; 1st, 2nd, and 3rd place respectively.
5. Those with more number of achievements in the same level will be placed above the others (more number of 1st places, more number of 2nd places and soon).
6. Individual achievements will be ranked above team achievements.

7. A new record is created; he/she will be given priority.
8. If the tie could not be resolved by any of the above mentioned sports achievements, the index marks based on the qualifying examination shall be considered for breaking the tie.
9. Performance in any year during the Under Graduate Programme will be taken into consideration.
10. The students admitted in Sports quota shall mandatorily be available to represent the University in the Inter University competitions unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.

Addendum

1. Only the events, which are having intercollegiate competitions in Mahatma Gandhi University alone, will be considered for sports quota admissions.
2. Approved World competitions means the competitions organized by the International Apex Bodies of the concerned discipline and in which the national teams are sponsored by the National Apex Bodies and cleared by Sports Authority of India / Government of India.
3. The National Championship means the championships conducted by the national apex bodies of the concerned discipline. District competition means revenue district competition conducted by district association in respective sports.
4. Individual games /event means a game/event in which an individual performs alone.
5. When a candidate has a number of achievements in a sports /different discipline his/ her best achievement will be taken in to consideration.
6. For team events, colleges should upload the events they wish to choose in the beginning of each academic year.

NOTE: Those who seek admission through Sports quota, shall apply online.

Reservation of seats under cultural quota

1. One seat for every 20 seats together for MA, M.Sc, M.Com programmes with permission for interchangeability.
2. Where the number of seats is less than 20 for a subject, the seats may be pooled together MA, M.Sc, 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.
3. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
4. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.
5. A minimum of one seat may be given if there are no sufficient seats.

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'

1. A person can score points only in one category.
2. The highest score will be counted
3. Where bracketed, scores in other categories will be counted
4. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
5. Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.
6. He / She must be available for University events unless specifically exempted by the Vice-Chancellor/ Director of Physical Education, Mahatma Gandhi University.

NOTE: Those who seek admission through Cultural quota, shall apply online.

Admissions for Sports, Cultural and PD Quotas will start as per the stipulated date and time in the admission schedule. After 11.00am on that day the vacant seats in these quotas will be converted to General Quota.

Distribution of Seats

Self-Financing Programmes

	Seat reservation	% of reservation
1.	General merit	50
2.	Management Quota	50

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

1. Claims for mandatory reservations must be made by a candidate at the time of submission of application, with supporting Documents as required.
2. The claims for mandatory reservation once made in the application form cannot be altered by the candidate under any circumstances.

Claim for communal reservation under 'socially and educationally backward classes' (SEBC):

- a) Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should

invariably produce both 'Community' and 'Income Certificates' or non-creamy layer certificate obtained from the Village Officer concerned. The digital copy of the above certificates should be uploaded during submission of online application. Candidates who belong to the non-creamy layer are eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

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 Annexure I (a) & I (b). 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.
- Claim of OEC candidates against the un-availed seats of SC/ST candidates: Other Eligible Community (OEC candidates) who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates or non-creamy layer certificate obtained from the revenue authorities concerned. Those OEC candidates whose annual family income is upto Rs. 8 lakhs alone are eligible for such seats.

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 re-notified through print media. If such seats are remaining vacant even after re-notification, these shall be filled from the ranklist of applicants belonging to the Latin community. If seats still remain vacant, the same will be filled as per the following clause

The unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belonging to SEBC. The seats that further remain unfilled shall go to open quota.

The college authorities should report such vacancies to the University within the stipulated time.

Admission Policies

As the provisional rank-list is based on the information furnished by the candidate online, the eligibility criteria will be confirmed at the time of admission. The Admission Committee will 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.

Ragging - A crime

The Honorable 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 give his/her explanation, and if his/her explanation is not found satisfactory, he/she would be expelled from the Institution.

Politics banned in St. Albert's College (Autonomous)

At the time of admission the applicant should give an undertaking that he/she will not 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 on the College campuses Judgment No JWA-535/2003 dated 26-05-2003) by the Honorable High Court of Kerala.

Hostel

Hostel Facility is provided only for Postgraduate male students (as per availability) and Civil Service Grooming Programme (CSGP) students in Pious X PG Hostel situated on the College Campus.

NB: The Prospectus is subject to change as per the decisions of the Governing Body of St. Albert's College (Autonomous), MG University, Kottayam and Kerala State Higher Education Council