



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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ADMISSION POLICY

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Introduction:

The college is a Self-Financing college, affiliated with Mahatma Gandhi University, and offers programmes, BA English, BCA, B.Sc. IT, BBA, B. Com Model I Tax, B. Com Model II Tax, B. Com Marketing, B. Com TT and M. Com Finance and Taxation. The college on the whole ensures a transparent and fair admission process purely based on merit providing equal opportunity to all aspirants irrespective of their socio-economic, cultural, and educational upbringing. The admission procedures of all programmes are ensured and strictly adhered to the government norms and guidelines issued by MG University with regard to eligibility and reservation.

Objectives:

Centralization of admissions signifies, providing admission to various programmes to students all over at one platform. This saves the colleges, universities, and applicants tons of effort and paperwork. Students should be able to define a preference for his/her colleges where he/she is looking for admission.

Admission system:

Seats available in self-financing affiliated colleges are mainly classified as merit seats and management seats. The ratio of the seats is 50:50. All candidates should register for admission to UG and PG programmes before the last date stipulated in the admission schedule. Online registration can be made by accessing the website cap.mgu.ac.in. Payment can be made through the integrated online payment gateway. The candidates need not send any documents to the University. Verification of documents will be done by the college concerned at the time of admission.

The seats earmarked for sports/ cultural /PD quota shall be filled from the rank list prepared by the university based on applications received online and the admission shall be done by the college based on the order of merit.

The admission procedure is monitored and processed through the Admission Committee, constituted by the principal as per the order of MG University. It consists of faculty members representing different departments and office. This team members resolve queries of the parents and students through live chat, phone, and email.

50% of the total seats of UG and PG can be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. All the candidates applying for the management seats should have registered in the CAP of MG University. Management admits the candidates through direct admission based on the application received on merit basis.

The remaining seats (50%) shall be filled as detailed below:

Distribution of 50% seat earmarked merit category.	Percentage of Reservation.
Open Quota	55%
Schedules Caste	8%
Scheduled Tribe	2%
Ezhava, Thiyya and Billava	9%
Muslim	8%
Latin Catholics other than Anglo- Indians	2%
Other Backward Christians	1%
Other Backward Hindu	5%
Economically Weaker Section	10%

Only candidates belonging to the 'Keralite' Category are eligible for reservation seats. Candidates must upload supporting documents at the time of online registration and submit them to the college authorities at the time of admission. Academic eligibility should be satisfied as on the last date of submission of academic data.

As the allotment is based on the information furnished by the candidate online, the eligibility will be confirmed at the time of admission based on the originals of the supporting documents uploaded by the candidate. The admission will be done online through the panel provided by MG University to ensure the correctness of candidate details. The Principal/Admission Committee will verify the details furnished in the allotment memo in respect of the candidate by comparing the same with the originals of the digital copies of the documents uploaded by the candidate. Any discrepancy with results in the invalidation of the allotment will be reported to the university admission will be denied in such cases. MG University will also verify the records produced by the candidates who got admission in due programme and any discrepancy detected will lead to the cancelation of the allotment.

Reservation of seats:

Out of the total merit seats available in Self Financing affiliated colleges for various programmes, seats will be reserved for different categories under the following main items.

- i. reservation for international students.
- ii. reservation for nominees.
- iii. reservation for persons with disabilities
- iv. special reservation for transgender candidates.
- v. mandatory reservation.

Eligibility criteria for admission of various Programmes:

BA English	: Candidates shall be required to have passed plus two or an equivalent examination.
BBA	: Candidates shall be required to have passed plus two or equivalent examinations.
BCA:	: Candidates shall be required to have passed plus two or equivalent examinations in the science stream with Mathematics/ Computer science/ Informatics practices as optional.
B.Sc. IT	: Candidates shall be required to have passed plus two or equivalent examinations in the science stream with Physics, Chemistry, Mathematics/ Computer science as optional.
B. Com Programmes	: Candidates shall be required to have passed plus two or equivalent examinations recognised by the MG University with other subjects under part III. Optional subjects provided they have secured 45% of the aggregate marks.
M.Com Finance & Taxation	: Graduation in Commerce/ BBA/BBM with not less than a CCPA of 4.5 out of 10 in the core group (core + complimentary + open courses)

Post allotment activities:

Candidates who wish to avail permanent admission should produce the following documents in original before the Principal/ Admission Committee at the time of admission.

- The allotment memo received online.
- Transfer Certificate and Conduct Certificate from the institution last attended.
- Mark list of SSLC and Plus two/ qualifying examinations with two photocopies.
- Degree Certificates or Provisional Certificates (for PG admission) with two photocopies.
- Eligibility Certificate from MG University in the case of candidates who have passed their qualifying examination from other boards/state/universities.
- Migration Certificate if applicable.
- Caste Certificate in the case of reservation seat.
- Income and Asset Certificate in the case of EWS category.
- Candidates who wish to avail of bonus marks shall produce their relevant certificates (NCC/NSS/Ex-servicemen)
- Five copies of the recent passport size colour photograph.

It is crucial for MG University representatives to have access to live admission statistics of day-to-day processes. The purpose and benefit of the whole centralization is to simplify the draggy admission. This makes the procedure easy and brings it to a common platform for convenient access.