



COLLEGE OF ARTS AND COMMERCE PATHANAMTHITTA

(Affiliated to Mahatma Gandhi University)

MANAGED BY CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES

(Established by Government of Kerala)

ADMISSION PROSPECTUS 2018-19

Prospectus for admission to the Self Financing courses conducted by CAC under Centre for Professional and Advanced Studies for the Academic Year 2018-19.

DETAILS OF SELF-FINANCING COURSES

Sl No.	Courses	No. of Seats	Merit	Management	No. of Semesters	Semester Fees
01	B.Com Model I Finance & Taxation (SF)	50 Seats	25 Seats	25 Seats	6 Semester	Rs. 10,000/- per Semester
02	B.Com Model I Computer Applications	50 seats	25 Seats	25 Seats	6 Semester	Rs. 12,000/- per Semester

ELIGIBILITY FOR B.Com

Admission to the B.Com Degree Programmes shall be open only to candidates who have passed the Plus Two or equivalent examination recognized by Mahatma Gandhi University with Book-Keeping and Accountancy and any two of the following subjects, viz., (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 as optional under Part III of the Examination.

OR

Have passed Plus Two or equivalent examination recognized by Mahatma Gandhi University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.

(For SC/ST applicants and ST applicants of Lakshadweep, only a pass minimum is required and for SEBC and OEC applicants 3% and 5% relaxation of marks respectively are allowed).

Those who possess the approved minimum qualification can apply. Only the courses or their equivalents approved by the M G University shall be reckoned as minimum qualification. There is no age limit for admission.

HOW TO APPLY

- For Merits seats - Candidates should register online on or before the last date stipulated in the admission schedule by accessing M G university website. (cap.mgu.ac.in)
- For Management Seat - Apply to The Principal, College of Arts and Commerce, Pathanamthitta.

SELECTION

1. All admissions shall be based on Merit based on the marks of the qualifying examination.
2. All admissions will be provisional until the University finalizes it.
3. The society will not be responsible for delay in communication or late receipt of the memo sent by the institution.
4. Incomplete applications will be rejected.
5. If by any circumstance the enrolment of any course does not reach half of the sanctioned strength, that course will not be conducted during this academic year.

DETAILS OF FEES COLLECTED AT THE TIME OF ADMISSION FOR B. COM

Description	B.Com Finance & Taxation	B.Com Computer Applications
Semester Fee for First Semester	10,000	12,000
University Fee	853	853
Student Affiliation Fees	400	400
Annual Administration Fee (3 X 100)	300	300
College Union Fund	400	400
Students Welfare Fund	30	30
Matriculation Fees	150	150
Student Safety Insurance Premium	23	23
Sports Affiliation Fees	300	300
Library Fee	1,000	1,000
Miscellaneous Fee	200	200
College Development Fee	1,000	1,000
Caution Deposit	1,000	1,750
Total Fees	15,656	18,406
Cash (University Fee)	853	853
Balance fee for Online payment	14,803	17,553

From the above mentioned items, all fees except University Fee Rs. 853 (**Rs. 14,803 for B.Com Finance and Taxation and Rs. 17,553 for B.Com Computer Application**) are payable through **State Bank Collect** link provided in the web site www.sme.edu.in. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.

Mode of remittance of Fee due to the University at the time of admissions under Management Quota:

The fees due to the University (General Rs. 853/- only, SC/ST- 50/- Only) in respect of the applicants admitted under the above quota should be remitted through the online payment gate way made available in the Online Admission Portal from colleges.

SCHEDULE OF REMITTANCE

Fee for the First semester of all the courses are to be remitted at the time of admission. For all subsequent semesters, fee should be remitted without fine within the Fifth working day after the commencement of each Semester and there after within ten days with a fine of Rs. 100/-. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-.

GENERAL INFORMATION

1. **The Application and Prospectus of self financing admission 2018-19 will be available in the official website of CPAS (www.sme.edu.in or www.cpas.ac.in) or directly from the college.** The applicants can download the application forms and prospectus from the above site.
2. Registration fee: The applicant has to remit **Rs. 500/- (Rs. 250/- for SC/ST candidates)** as Registration Fee.
3. All fee payment should be through **State Bank Collect** link provided in the web site www.sme.edu.in. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction. The receipt should be attached with the application form.
4. **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
5. Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)
6. Registration fee has to be paid along with the filled in application form.
7. Candidates shall be transferred to a different centre of study, if the society decides to do so. The society reserves the right to cancel/modify the existing rules and to cancel any center, shift the venue of the center or amalgamate two or more centers.
8. In the case of SC/OEC students who are admitted under the University quota the reimbursement of tuition fee will be subject to the decision of the Government.
9. For 50% seats other than merit seats the students will be ranked according to the merit list prepared by CPAS/College and will be called for counseling where they can select the best available course and request for better options.
10. Candidates are required to go through the current prospectus of Mahatma Gandhi University carefully and acquaint themselves with all the relevant information relating to the admission process. They are also requested to visit the official website of CAP www.cap.mgu.ac.in for notification and announcements. This prospectus is subject to modification/addition/deletion as may be deemed necessary by the CPAS/University/Govt.
11. Candidates claiming various reservations/bonus marks should produce relevant certificates during the verification process.
12. No memo will be sent by post from this office in any case.

The Hon. Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution.

Kindly text your feedbacks and queries to mguiaapta@gmail.com or call us in 0468-2225777

Sd/-
Principal

College of Arts & Commerce

(Formerly M G University Institute of Arts & Commerce) Chuttippara

Pathanamthitta - 689645

TEL: 0468-2225777 / 8606758245

E-MAIL: mguiaapta@gmail.com

Place: Pathanamthitta

Date: 03-05-2018