



**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES**

**COLLEGE OF ARTS AND COMMERCE (CAC)**

**Pathanamthitta**

**ADMISSION PROSPECTUS 2019-20**

**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**  
**2019-20**

Prospectus for admission to the Self Financing courses conducted by CAC under Centre for Professional and Advanced Studies for the Academic Year 2019-20.

**DETAILS OF SELF-FINANCING COURSES**

SI 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**

1. 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)
2. Candidates applying for admission through Management seat to all courses under College of Arts and Commerce should apply online and send a printout to the Principal College of Arts and Commerce, Chuttippara, Pathanamthitta on or before the last date mentioned.
3. Online submission of Application may be made by accessing the website – [www.cpas.ac.in](http://www.cpas.ac.in) or [www.sme.edu.in](http://www.sme.edu.in) .
4. Copy of the printout of the Application form must be retained for future reference.
5. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
6. Applicant should ensure the following before sending the printout of the application form:
  - i. All certificates furnished are properly filled in and signed by the competent authority and affixed office seal at specified place.
  - ii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.

- iii. The applicant should select the course/courses which he/she desires to study while applying online.
- iv. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody till the end of allotment process.
7. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college.
8. Candidates should send only one application for admission to all courses.

**Application fee:** The applicant has to remit Rs. 500/- as application Fee by online payment through the payment gateway. (for SC/ST candidates Rs. 250/-).

### **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**

<b>Description</b>	<b>B.Com Finance &amp; Taxation</b>	<b>B.Com Computer Applications</b>
Fee per year (3 years)**	20,000	24,000
University Fee (in cash)	1,103	1,103
Student Affiliation Fees	550	550
Annual Administration Fee per year**	500	500
College Union Fund	400	400
Students Welfare Fund	30	30
Matriculation Fees	250	250
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
<b>Total Fees</b>	<b>26,356</b>	<b>31,106</b>

\*\*Tuition fee and Annual Administration fee to be paid every year (3 years)

From the above mentioned items, all fees except University Fee Rs. 1,103/- (**Rs. 25,253 for B.Com Finance and Taxation and Rs. 30,003 for B.Com Computer Application**) are payable through **State Bank Collect** link provided in the web site [www.sme.edu.in](http://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. 1,103/- only, SC/ST- Rs. 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

**SCHEDULE OF REMITTANCE: Fee for the I 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 of the month of October for the II, IV, and VI semesters and the fifth working day of June for the III and V semesters; 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/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. However, the students are required to remit the fee within the cutoff date mentioned by CPAS.

## GENERAL INFORMATION

1. **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.
2. Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)
3. 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.
4. 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.
5. 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.
6. 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](http://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.
7. Candidates claiming various reservations/bonus marks should produce relevant certificates during the verification process.

***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.***

Last date to apply online and receive the printouts of courses under CAC (management seats)

<b>Courses</b>	<b>Apply Online</b>	<b>Receive print out at the college</b>
UG courses	31.05.2019	06.06.2019

In the case of allotment through CAP dates as per University norms.

Kindly text your feedbacks and queries to [mguiaapta@gmail.com](mailto:mguiaapta@gmail.com) or call us in 0468-2225777

**College of Arts & Commerce**

(Formerly M G University Institute of Arts &  
Commerce) Chuttippara  
Pathanamthitta - 689645

TEL: 0468-2225777 / 8606758245

E-MAIL: [mguiaapta@gmail.com](mailto:mguiaapta@gmail.com)

Place: Pathanamthitta

Date:

**DIRECTOR**