

Maharaja's College, Ernakulam

Allotment, Wait List and Admission Revised Instructions - UG 2023

All communications regarding allotment, wait list and admission shall be through the admission portal, registered email and/or SMS. Applicants should check the admission portal, email and SMS regularly for instructions and updates.

1. Applicants included in the Allotment list

Applicants included in the allotment list will be intimated through SMS and email. Once an applicant is included in the allotment list of a programme, that applicant will not be considered for admission in any of the lower preferences.

An applicant who wish to join the allotted programme should report to the college at the intimated time and date, along with the required documents. If found eligible, the applicant will be admitted after the payment of fee. The list of documents is given at **Annexure A**

Note: The procedure for online 'Accept'/'Reject' of the allotments by the applicants is dispensed with.

Cancellation of Preferences

If an applicant who is included in the allotment does not want to be considered for higher preferred programmes, then the applicant may cancel the remaining higher preferences, fully or partially, at the time of admission.

If not cancelled, the applicant is bound to accept admission in higher preferences if applicable.

2. Applicants included in the Wait list

Applicants included in the wait list will be intimated through SMS and email.

Applicants included in the wait list should report at the college at the time and date intimated. If an applicant is included in the wait list of more than one programme, that applicant may report at the department of their highest preference programme. *(For instance, If an applicant is included in the wait list of BA English and BA Malayalam, the applicant may report at BA English only, which is the higher preference of the two.)*

After the reporting time is over, a provisional rank list of the reported applicants will be published. Further admission will be made from that list only, as and when vacancies arise.

3. Applicants not included in the Allotment and Wait list

Applicants not included in the allotment list or wait list should wait for further intimation from the college.

Annexure A

List of documents to be produced for admission

Following are the list of documents to be produced at the time of admission:

1.	Printout of (a) Check list (b) Allotment Memo (c) Application form (d) Form A (e) Form B (f) Anti-Ragging Undertaking (g) Declaration - Not registered for other programmes (All these are to be downloaded from the applicant login)
2.	Class X Certificate (or proof of DoB)
3.	Mark list of Higher Secondary Examination
4.	Transfer Certificate
5.	Conduct Certificate
6.	Aadhaar
7.	Caste / Community Certificate (Only if admitted under SC/ST/SEBC)
8.	Non creamy layer Certificate (Only if admitted under SEBC: Ezhava, Muslim, LC, OBH, OBX)
9.	Income & Assets Certificate (Only if admitted under General-EWS)
10.	Income Certificate (for fee concessions)
11.	NCC / NSS / Rajyapuraskar/Nanmamudra / SPC (If claimed)
12.	Ex Servicemen Certificate (If claimed)
13.	Eligibility Certificate from MG University (Only if studied under boards other than Kerala HSE, VHSE, CBSE, ICSE)
14.	Recent passport size photo (6 nos.)
15.	Fees

If an applicant does not have any of the required certificate, such applicants also should report for admission. After certificate verification, **two day's** time will be granted to produce the documents. *(For instance, an applicant who already submitted the TC at another college, need not bring TC at present. Two day's time will be granted, if the applicant is otherwise found eligible.)*