

Admission Procedure Rules for Management (NRI) seats for Academic Year 2010-2011

1. These rules are applicable for the academic year 2010-2011.
2. Any of these rules may be changed by the management to comply with orders or notifications or guidelines of the AICTE (All Indian Council for Technical Education) or the M.G. University or the Govt. of Kerala or to conform to the provisions of any agreement entered into between the Govt. of Kerala and the Management Association (Kerala Self Financing Engineering College Managements' Association) of which the MBC College of Engineering & Technology Peermade is a member. Future changes, if any, in these rules will be published in the college website (www.mbcpeermade.com).
3. **No. of Seats Available:**
For the existing branches the number of seats available in each branch is as follows: Mechanical Engg: -9, Electronics & Communication - 18, Electrical & Electronics - 9, Computer Science & Engg: - 9, Applied Electronics & Instrumentation Engg:- 9. However, if Civil Engg: branch is approved, the number of seats for that branch will be only 3 as per the latest AICTE's notification.
4. **NRI Status of Parents/ Guardian:**
As per the AICTE norms as applicable to existing branches, the parent /guardian must have an NRI status and the procedure followed last year will be adopted for this year also. For the Civil Engg. branch if approved for the current year the latest AICTE norm is that the applicant must be the child of an NRI parent.
5. **Annual Tuition Fee:**
The annual tuition fee for NRI seats in Management Quota will be Rs.150,000/-. Caution deposits and all other fees will be as per approved guidelines. The College does not collect any capitation fee. It has not appointed any agency for admission. All admissions are directly controlled by the College Management.
6. **Eligibility Criteria:**
The applicant must secure 50% marks in Mathematics, Physics and Chemistry in Plus Two Examination or a comparable grade or marks in equivalent examination as per M.G. University norms.
7. **Issue of Application Forms:**
Application form will be issued on payment of Rs.250/- from the Administrative Office Catholicate Aramana, Devalokam, Kottayam from 3rd May 2010 onwards.
8. **Submission of Application:**
Applications properly completed along with copies of mark list or grade certificate in respect of examination mentioned at Rule 5 above will be received in the Administrative Office at Kottayam during any working day including Saturday. An A/c Payee Demand Draft in favor of MBC College of Engineering & Technology, payable at Kottayam for Rs.150,000/- is a pre-requisite for processing the application.
9. **Admission and Allotment of Branches:**
The results of qualifying examination for the purpose of admission are published on several dates. For admission and allotment of branches the College has been following '**First Come- First Served Basis**'. In order to be fair towards all candidates seeking admission against NRI Quota it has become necessary to get a request letter in a given format (**copy enclosed**) from the candidate or parent/ guardian or any close relative subject to payment of Rs.150,000/- by A/c Payee Demand Draft in favour of MBC College of Engineering & Technology, payable at Kottayam. This request letter along with the DD can be filed in the Administrative Office , at Kottayam, on any working day commencing on 10th May 2010. The date and time of receipt of this request letter and

DD will be noted in the register maintained in the Administrative Office at Kottayam for this purpose. The date and time mentioned above and noted in the register will be the criterion for the purpose of admission and allotment of branches under 'First Come-First Served Basis', provided a duly completed application is received in the Administrative Office subsequently. Admissions under NRI Quota will be completed on 15th July 2010 unless extended to another date duly notified. Any unfilled vacancy will be transferred to Management General Quota and will be filled on the basis of inter-se merit of applicants in the concerned rank list.

10. Counseling:

The Counseling will commence on 5th July 2010 and will be published in the college website (www.mbcpeermade.com) along with the names of candidates called for counseling. It is therefore necessary that the candidate visits the college website to find out the date for counseling. The venue of counseling will be Administrative Office, Devalokam Aramana, Kottayam. The applicant can contact the Administrative Office in case he is unable to get the information from the website. Mr. Shaiju Varghese, Asst Office Manager of the College will give you the information. (Telephone No.0481-2574522, 2578500(Extn 46))

11. Documents and certificates to be submitted for Counseling:

- 1) Mark List and Pass Certificate (where applicable) of Plus II /or Equivalent Examination in original along with two copies.
- 2) SSLC/ Secondary Examination Mark list in original for the proof of age along with two copies.
- 3) Physical fitness certificate from a registered medical practitioner
- 4) Transfer Certificate in original from the Institution last studied.
- 5) Conduct certificate from the Head of the Institution last studied.
- 6) Three recent passport size (colour) photographs.
- 7) Migration certificate in original for students other than those who passed Kerala +2, VHSE & THSE. Migration certificate will be required in cases of CBSE and ICSE candidates and similar other cases.
- 8) Eligibility Certificate from M G University for students other than those who passed Kerala +2/ VHSE/ CBSE/ ICSE/ THSE.

12. Payment of Processing Fee and Damages to the College:

After allotment if any applicant declines the offer of admission by the College, the management will refund the tuition fee only after 1st October 2010 on payment of a processing fee of Rs.1000/- and any damages permissible.

13. After admission in an NRI seat no change will be permitted to a Non-NRI Management seat.

Sd/-
Director

Sd/-
President

REQUEST LETTER FOR ADMISSION AND ALLOTMENT OF BRANCH UNDER NRI QUOTA

(See Admission Procedure Rule 8)

(Duly filled request letter will be received in the Administrative Office ,Catholicate Aramana, Devalokam, Kottayam from 10th May, 2010 onwards)

Candidate's Name : Date of Birth :

Address :

Telephone :

Mobile :

E-mail :

Application Form No. :

- 1) This request letter for admission and allotment of branch under NRI Quota of the College for the Academic Year 2010-11 is submitted to the Director of the College for and on behalf of the candidate mentioned above. An A/c Payee Demand Draft for Rs.150,000/- (Rupees One Lakh Fifty Thousand only) in favour of MBC College of Engineering & Technology, Payable at Kottayam is enclosed. The details of the DD are noted below:

DD No. & date :

Branch & Name of Bank :

- 2) It is hereby confirmed that the candidate's father/ mother is an NRI with name, address and other particulars as given below: (strike out if not applicable)

Name :

Address :

Telephone :

Mobile :

OR

It is hereby confirmed that the candidate is a dependent of an NRI with name, address and other particulars as given below: (strike out if not applicable)

Name :

Address :

Telephone :

Mobile :

3) The candidate is aware that the admission and allotment is on 'first come- first served basis' as per the Admission Procedure Rules for Management (NRI) Seats for Academic Year 2010-2011 and that the said Rules are applicable in respect of this Academic Year's admission in NRI Quota. Properly filled application must be submitted with documents as soon as the results of the qualifying examination are published.

4) The candidate's preferences in respect of existing 5 branches namely, Electronics & Communication Engg; Mechanical Engg; Electrical & Electronics Engg; Computer Science Engg; and Applied Electronics & Instrumentation Engg; are given below:

- | | | |
|-----|-----|-----|
| (1) | (2) | (3) |
| (4) | (5) | |

5) The candidate is aware that the college is awaiting approval for Civil Engg Branch and that only children of NRI parents are eligible for admission in any newly started branches as per the latest AICTE norms. Accordingly I give below the preference for 6 branches including Civil Engg. Since the candidate's father / mother is an NRI.

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|-----|-----|-----|
| (1) | (2) | (3) |
| (4) | (5) | (6) |

Signature of Candidate/Parent/Guardian or Relative :

Name & Address of the signatory :

Date :

Place :

FOR OFFICE USE ONLY

- Whether details verified ? :
Time & Date of receiving the request letter :
Is the DD enclosed ? :
Whether entered in the register ? :
Branch Provisionally Allotted :

Signature of the Authorized Official :

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Received Request Letter and DD for Rs.150,000/- in respect of NRI Quota admission for the candidate Mr./Ms.....Date & Time...../.....