



St. Albert's College (Autonomous)

Postgraduate Admission **Prospectus 2022 - 23**

Master of Social Work



St. Albert's College (Autonomous)



0091-484-2394225



<https://www.alberts.edu.in>



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Post Graduate Admission Prospectus 2022 - 23

Master of Social Work



Accredited by NAAC at 'A' Grade (2016)
ISO 9001:2015 Certified by TUV Rheinland
97th Rank in India by NIRF 2020



One of the Top Ten Colleges in the World working hard to conserve aquatic endangered species



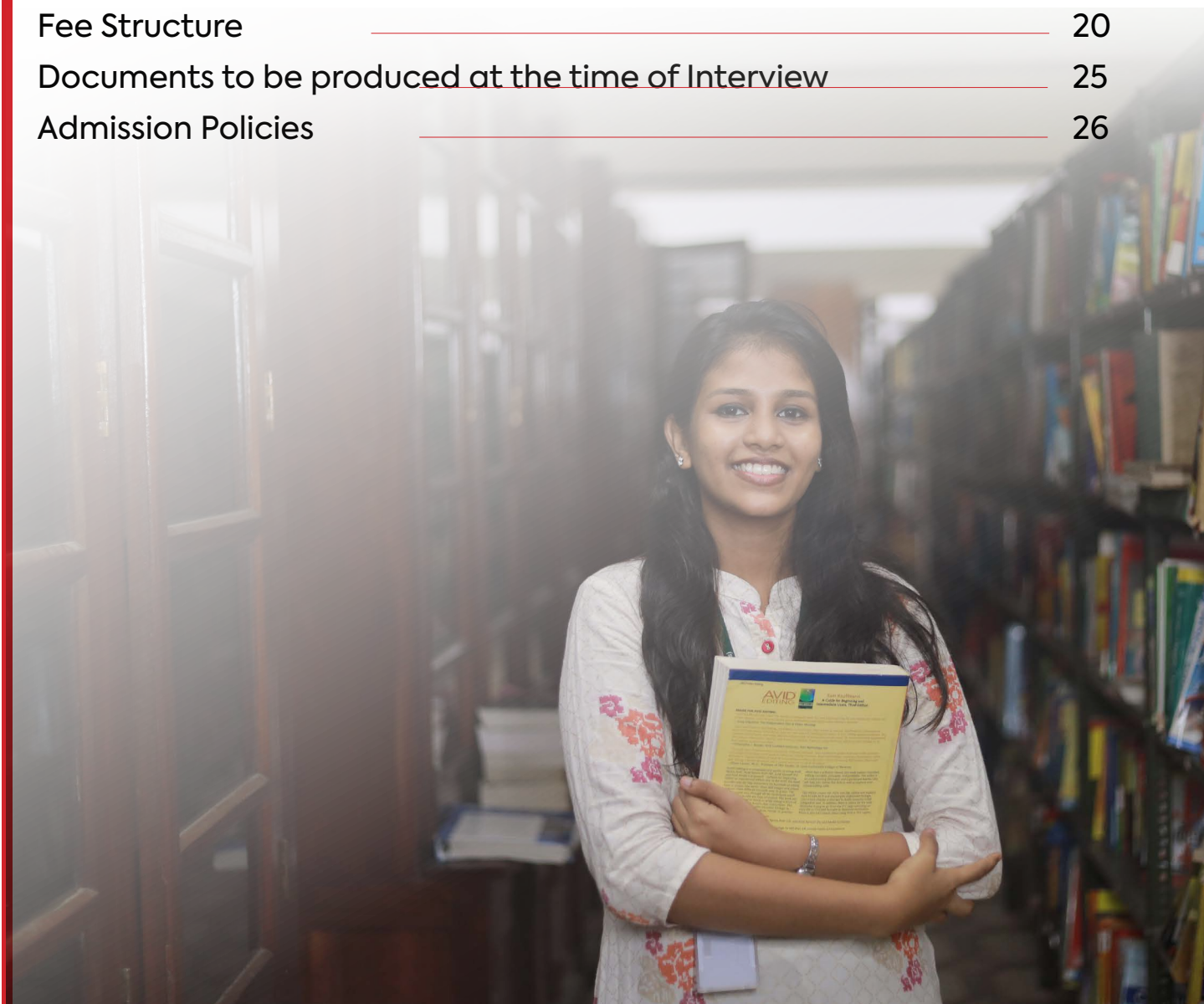
Selected for FIST program of DST
Star College of
Dept. of Biotechnology,
Govt of India

St. Albert's College (Autonomous)

Archdiocese of Verapoly, Banerji Road, Ernakulam,
Kochi - 682 018

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About St. Albert's College (Autonomous)

St. Albert's College (Autonomous), situated at a premier location in the city of Kochi, and is a first grade Autonomous college affiliated to the Mahatma Gandhi University, Kottayam. It functions under the management of the Archdiocese of Verapoly with a legacy spanning over ten decades in the field of education.

The College is accredited with 'A' grade by NAAC and ISO 9001-2015 certified by TUV Rheinland. The programmes provided by St. Albert's College (Autonomous) imparts knowledge and fosters attitudes essential for the overall development of students, thereby turning them into competent and responsible educated citizens. The programmes have been designed after extensive research and provides students with multiple career opportunities. With 31 under graduate programmes, 16 post graduate programmes and 1 integrated postgraduate programme in Statistics and 7 research centres leading to Ph.D., St. Albert's College (Autonomous) is indeed a front-runner in the field of higher education.

VISION

To be a centre of excellence through the process of self evaluation and continual renewal in all our endeavours, namely learning, teaching, research, consultancy and other related services.

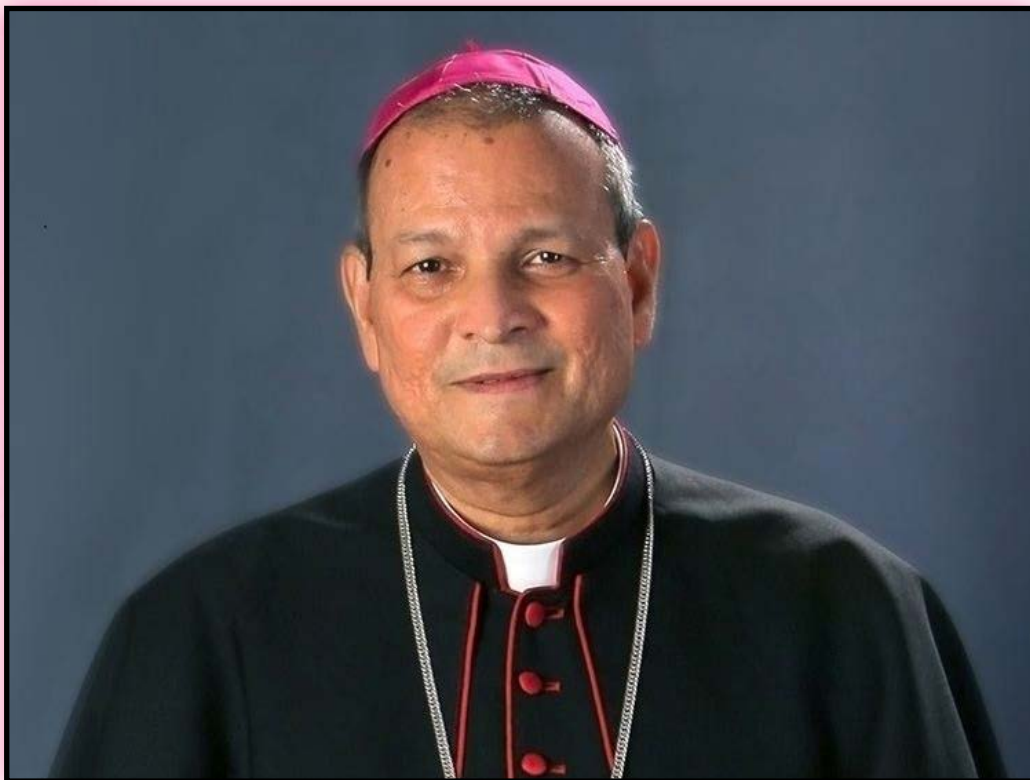
MISSION

“Taking inspiration from the Eternal Teacher, Jesus Christ, we strive towards equipping young people to meet the challenges of these modern times by providing an all-round formation. We are well aware that we exist for our students and do our very best to provide a most friendly and growth-oriented ambience for them. We do everything in our capacity to ensure excellent standards that would secure them leadership in tomorrow’s challenging world.”

COAT OF ARMS

Our Coat of Arms is in the form of a heraldic shield divided into four parts by a cross. The left side of the upper half has an open book and a flaming torch. The book signifies the light of truth derived from knowledge. The trumpeting angel on the right side of the upper half symbolizes selfless services like those of a ministering angel. The left side of the lower half has a boat with its sail full blown, moving forward. This represents the launching into the ocean of life, well equipped with knowledge and truth. The coconut palms on the right side of the lower half stand for the motherland that seeks care and affection. The blue and red background of the shield represents the College colours which signify hope and sacrifice. Our motto “FOR TRUTH AND SERVICE” can be seen at the bottom. Our Coat of Arms clearly reflects the moral, material and spiritual objectives cherished by the founder of this College. It exhorts the students to equip their minds with knowledge, to tread steadily along the paths of life, guided by the light of truth, love and service to achieve success in life, and, above all, to be prepared to make any sacrifice that is required of them for a noble and worthy cause. It is the sacred duty of every Albertian to follow the noble ideals that the Alma Mater has set for him/her to emulate and exemplify in his/ her life.

OUR PATRON



His Grace Most Rev. Dr. Joseph Kalathiparambil
Metropolitan Archbishop of Verapoly

Albertian Heritage

St. Albert's College is an Autonomous Institution situated at the heart of the city of Kochi, affiliated to the Mahatma Gandhi University, Kottayam and is functioning under the management of the Archdiocese of Verapoly. The seeds of this portal of higher learning had already been sown when St. Albert's High School commenced its functioning in the year 1892. On August 18, 1898 the school got the recognition of Madras University. This has been a premier centre of learning for the young male children of wider Cochin area from its very inception. The College owes its origin to the foresight and sagacity of its Founder Patron, The Most Rev. Dr. Joseph Attipetty, the first Indian Archbishop of the Archdiocese of Verapoly. His Grace, a noble prelate of rare vision and saintliness, was of the view of promoting higher education among his flock. It was with this vision that His Grace ventured upon the onerous mission of starting a College. The laboriousness of this colossal project, however, was shared by the selfless and devoted service of the Rt. Rev. Msgr. Alexander Lenthaparambil, the then Vicar General of the Archdiocese. Also in the forefront was the Very Rev. Msgr. Joseph Vaipicherry, who took charge as the Manager of both the High School and the College and also the Secretary to the College Governing Body.

The mission was accomplished in 1946 when the University of Madras upgraded St. Albert's High School, Ernakulam to a second grade College. The College began to function on the 16 July 1946 in the old High School building with 150 students in the Intermediate Class. Degree courses were introduced in 1947. Subsequently classes were shifted to the new building just opposite to the old school building in 1951. In 1958, when the Kerala University Act came into force, the affiliation was shifted to the Kerala University. In 1983 when the Mahatma Gandhi University was established, the College became affiliated to the Mahatma Gandhi University. Throughout its history, the College has enjoyed the vision and the benevolent services of many great men of God. The Most Rev. Dr. Joseph Kelanthara, who succeeded the Most Rev. Dr. Joseph Attipetty, and the Most Rev. Dr. Cornelius Elenjikal, who then followed, spared no pains and efforts in maintaining the noble vision of his predecessor.

The contributions made by the Rt. Rev. Msgr. Emmanuel Lopez and the late Auxiliary Bishop the Rt. Rev. Dr. Antony Thannikot have helped the College in upholding the higher ideals of education. The College celebrated its Golden Jubilee in 1996-97 and there began a new era of job oriented courses. During the time of the Most Rev. Dr. Daniel Acharuparambil, who was a visionary and philosopher, the college reached new heights in academic excellence. In 2009, the college was awarded 'A' grade by NAAC. In 2016 NAAC reaccredited the College at 'A' grade for the 2nd time, was achieved during the time of Most Rev. Dr. Francis Kallarackal, the former patron.

In 2016 March, University Grants Commission granted Autonomous status to the College. In 2017, the college was recertified for ISO 9001: 2015 by TUV Rheinland. The College has also been selected under FIST scheme of DST and Star college programme of DBT. Today, with 31 Under Graduate Programmes, 16 Postgraduate Programmes including Master's Programmes in Space Science and Technology, Business Administration, Social Work, 1 integrated Post graduate Programme in statistics and 7 Research Centres leading to Ph.D., St. Albert's College (Autonomous) is indeed a front-runner in the field of higher education. Under the benevolent patronage of the Most Rev. Dr. Joseph Kalathiparambil, Metropolitan Archbishop of Verapoly, the College is marching ahead to higher echelons in the field of higher education.





DEPARTMENT OF SOCIAL WORK

Undergraduate Degree Programme

B. Voc Medical and Psychiatric Social Work

Postgraduate Programme

Master of Social Work

Specializations in MSW

Medical and Psychiatric Social Work

Family and Child Welfare

Community Development

Contact

msw@alberts.edu.in

The Department of Social Work, St. Albert's College (Autonomous) was started in the year of 2015. Since its inception, the Department is privileged to host many socially relevant and committed programmes. The MSW Programme offers 3 specializations which include Medical and Psychiatric Social Work, Family and Child Welfare and Community Development.

VISION

To build a socially just society by strengthening human relationships and promoting the values of equality, diversity, inclusiveness, democracy, and concern for human welfare through academic excellence.

MISSION

To engage in collaborative learning, research, community initiatives, disseminating knowledge, which embraces the values of social inclusion thereby enhancing the quality of life with whom we collaborate and interact.

Programme Overview

The Department of Social Work offers a Masters in Social Work (MSW) Programme. It is a two year Programme in Social Work which enables the students to have advanced skills in Social Work. The Programme offers three specializations, Medical and Psychiatric Social Work, Family and Child Welfare and Community Development.

Specializations

■ **Medical & Psychiatric Social Work (MPSW)**

This specialization helps students to understand the physical and mental health needs of individuals and families and equips them to intervene at personal and community levels and to formulate policies. Students are exposed to psycho-social assessments, therapies, counselling and health systems and they become competent in planning and implementing family and community health interventions.

Career avenues in Medical & Psychiatric Social Work (MPSW)

Students completing this specialization are placed in hospitals, mental health centres, individual and family counselling centres, community health NGOs, UN Organizations, research institutions and under the Health Department.

■ **Community Development (CD)**

This specialization equips students to work with communities and organizations. Focusing on macro- level practice in Social Work, this specialization provides students with skills to identify the needs of rural, urban and tribal communities, plan intervention Programmes, mobilize community participation, manage development projects, monitor and evaluate Programmes, build capacities of communities and organizations and advocate for human rights.

Career avenues in Community Development (CD)

Employment opportunities are available with Government departments, National and International NGOS, UN Organizations and in the CSR Departments of the corporate sector besides the option to launch their careers as Social Entrepreneurs.

■ **Family and Child Welfare (FCW)**

This specialization equips the students to work with family, women and in child welfare settings. The trainees have to work with individuals and families in crisis, children with emotional, adjustment and behavioural problems, people with special needs, youth, senior citizens, and women. This specialization qualifies graduates to work as Social Workers in institutions for women and children, Supervisors of the Integrated Child Development Scheme, as Family Counsellors in Family Courts, as Counsellors in schools and in a variety of research and development Programmes.

Career avenues in Family and Child Welfare (FCW)

Employment opportunities are available with Government departments, National and International NGOS and UN Organizations

Why MSW @ Alberts

- Courses relevant to the Industry and Society
- Updated Contemporary Curriculum
- Qualified Faculty Members
- Meaningful Internships in all Semesters
- Significant Certificate Programmes
- National and International Collaborations and Opportunities
- Transactional Pedagogies
- Keeping in Pace with the Changing World
- Global Engagement
- In-Depth Community Involvement
- Technology-Driven Pedagogy
- Competency-Based Training
- International Seminars and Workshops



Syllabus overview

- The syllabus of MSW Programme is designed with a future oriented and realistic insight to provide all the necessary and advanced skills to the social work trainees.
- The Programme offers multidisciplinary experience in the areas of Psychology, Sociology, Economics, Business Administration, Education and Law.
- The social work methods such as Social Case Work, Social Group Work, Community Organization, Social Work Research, Administration and Social Action are given top priority with dedicated courses for theoretical understanding with live labs practicum.
- There are 5 Field practicum in the entire Programme which has been divided into concurrent, block placements and internship. Social work field work education is the place where classroom learning and rural experience most explicitly come together. The department provide a rich experience to the Social Work trainees at the National and International level.
- Research is given top priority in which a mini research and a major research is mandatory in the Programme.

First Semester

- Social Sciences for Social Work
- Human Growth and Development
- History, Philosophy and Fields of Social Work
- Generic Practice Skills for Social Workers
- Social Work Practice with Communities
- Field Practicum

Third semester

- Planning and Implementation of Development Projects
- Social Work Research – Qualitative and Participative
- Field Practicum III

Specializations

Community Development (CD)

- Rural & Urban Community Development
- Environment and Sustainable Development
- Community Health for Development Practice
- Local Self Governance
- Social Entrepreneurship Development

Family and Child Welfare (FCW)

- Social Work Practice With Families
- Policies and Programmes for Children and Youth
- Population Dynamics and Reproductive and Child Health
- Gender and Development
- Disability and Social Work

Medical and Psychiatric Social Work (MPSW)

- Clinical Assessment and Diagnosis of Psychiatric Disorders
- Social Work in the Field of Health
- Health Care Administration and Community Health
- Psycho Social Aspects Mental Health and Rehabilitation

Second Semester

- Administration of Human Service Organizations
- Introduction to Abnormal Psychology, Counselling and Psychotherapy
- Social Work Practice with Individuals
- Social Work practice with Groups
- Social Work Research – Quantitative
- Field Work Practicum II

Fourth Semester

- Social Legislation and Human Rights
- Advanced Social Work Competence
- Field Practicum IV
- Comprehensive Viva
- Dissertation
- Internship (After the Completion of IVth Semester Examination)

Specializations

Community Development (CD)

- Human Resource Management for Development Practice
- Economic Development: Theory and Practice
- Social Work Intervention in Disaster
- Corporate Social Responsibility

Family and Child Welfare (FCW)

- Working with Families: Interventions and Skills
- Social Work in Education
- Social Work Practice with Elderly
- Working with Children: Interventions and Skills

Medical and Psychiatric Social Work (MPSW)

- Social Work Interventions in the field of mental health
- School Mental Health and Social Work Practice
- Gerontological Social Work
- Health Communication and First Aid
- Comprehensive Viva

Placement Cell

The Placement Cell of the Department is an active body where various placement opportunities are provided to the students in association with the College Placement Cell. The Finishing School Programme is to equip the students for careers. It is conducted with the help of the Albertian Institute of Management Studies.

Extension Activities

Community Development Activities

The Department of Social Work undertakes extensive community development activities ranging from baseline data collection to research based interventions. The community development programmes are mainly focussed in the suburban villages especially in Edavanakad, Elamkunnappuzha, Ezhikkara, Nayarambalam, Kadamakudy and Kottuvally. The major activities include Women Empowerment, Child Care, Environmental Protection Activities, Medical Care, Elderly Care etc.

A Meaningful Day in Kochi

It is an innovative programme in which students have to visit the city of Kochi especially places such as markets, hospitals, parks, public offices and interact with people. It is a one day exclusive field experience programme from 8 am to 8 pm to observe and understand the people in various walks of life. The programme is conducted in the first week of the 1st semester. It provides immense opportunities for the Social Work trainees to explore the realistic views of life.

Know your Neighbourhood

The programme dedicated to understand the one's own locality. The programme has an objective to introduce the students to his/her locality as a social work trainee, which will help to increase the self-esteem and will eventually lead him/her to accept oneself as the true champion of social work values.

Elderly Care Activities

The students of the Department are keenly interested in the welfare of the elderly and engage in elderly care activities during their field work practicum. It enables the students to have a deep, motivated empathy towards elderly persons and enable them to have a meaningful presence in the community.

SAVE (St. Albert's Voluntary Executives for Social Welfare)

SAVE Programme is a Social Outreach Programme proposed and guided by the Department of Social Work in which the entire first year students of St. Albert's College (Autonomous) are involved. The students of different Departments are mixed together to form a SAVE group who visit various NGOs, care institutions and interact with the inmates and present cultural activities. The focus is to create a Social Work attitude among the students in St. Albert's College (Autonomous).

Child Care Activities

The Department of Social Work has invested a lot of time to enable the MSW students to deal with the challenges of child care. The Department has associated itself with Childline to advocate for child rights through street plays, Awareness Programmes, volunteering and counselling. The students have a concurrent field work of 3 months in Lower and Upper Primary Aided Schools to understand child issues and students are encouraged to involve in empowerment activities and Anti-Drug activities as well as create awareness against sexual harassments.

Rural Camps

Rural camps are an essential part of the Social Work Programme. It helps the Social Work student to understand rural life by living with them for a week. The facilities provided to the students are minimum and they have to understand the rural way of living by engaging in manual labour, house visits, group interactions and cultural programmes.

Certificate Programmes and Add on Courses

- | | |
|---|-----------------------------------|
| 1. Social Project Design and Implementation | 12. PRA |
| 2. NGO Formation and Administration | 13. SPSS |
| 3. Counselling and Psycho Therapy | 14. RTI |
| 4. Transactional Analysis | 15. French A1 |
| 5. Social Auditing | 16. German |
| 6. Social Entrepreneurship | 17. Tally |
| 7. Social Legal Action | 18. Basic Accounting |
| 8. Community based Environment Protection | 19. MS Office |
| 9. Presentation skills for Social Workers | 20. Environment Impact Assessment |
| 10. First Aid Management | 21. Project Proposal |
| 11. Street Theatre | |

Eligibility for admission

Academic eligibility should be satisfied as on the last date for submission of academic data.

1. No candidates shall be admitted to the PG Degree programme unless he/she possesses the qualification and minimum requirement thereof. If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she had indulged in ragging, admissions shall be denied or he/she shall be expelled from the College. Candidates possessing a good Conduct Certificate will only be admitted.
2. Candidates should have passed the corresponding Degree Examination under the 10+2 + 3 pattern with one core/main subject and two complementary/subsidiary subjects from any of the Universities in Kerala or of any other University recognized by the Mahatma Gandhi University as equivalent thereto for admission, subject to the stipulation regarding marks.

OR

3. Candidates who have passed Degree examination with Double or Triple Main subject or candidates who have passed the Degree Examination in Vocational or Specialized Programmes are also eligible for admission. However, they have to submit a copy of the Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that their Qualifying Examination is recognized or seeking admission to the relevant P.G. Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

The following are the Programmes of study offered in the College and the stipulated eligibility criteria for admission to each of the Programmes. Candidates are asked to read the eligibility criteria carefully before completing the application form.

MSW

Any Bachelor's Degree from Mahatma Gandhi University or any other Universities recognized by Mahatma Gandhi University with an aggregate of 50% marks or CCPA of 5 out of 10 (CGPA of 2 in pre-revised pattern) for Part I, II & III put together.

Entrance Exam for MSW

The candidates satisfying the eligibility criteria will be called for a Common Entrance Examination consisting of objective type questions on Verbal and Reasoning Ability and General Knowledge. Maximum marks allotted to the objective type test are 50. The Exam will be conducted at St. Albert's College(Autonomous) Campus. Hall tickets can be printed from your admission profile.

Final Selection

Selection for the Programme will be on the basis of the marks scored, Entrance Examination and Personal interview. The final Rank list will be prepared on the basis of the above scores, which will be published on the college website.

Distribution of Marks

		MSW
1	Entrance Exam	50 %
2	Group Discussion	20 %
3	Interview	30 %

Reservation of seats

Types of reservation:

St. Albert's College (Autonomous) provides reservation of seats for the following categories

1. *Reservation for international students*
2. *Reservation for nominees*
3. *Reservation for persons with disabilities*
4. *Reservation for transgender candidates*
5. *Special reservation*
6. *Mandatory reservation*

Reservation for international students

10% additional seats shall be created for all Programmes in St. Albert's College(Autonomous) over and above the sanctioned strength and will be added to the total merit seats exclusively for the purpose of accommodating international students. These seats shall not be filled up with other candidates. The students who seek admission in this category should contact the Dean, International Affairs (Email.id : ia@alberts.edu.in).

Reservation for nominees:

Reservation of seats for students from Lakshadweep Islands

An additional seat shall be created in St Albert's College (Autonomous) and added to the total merit seats exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep (u.o no. Ac a1/3/2761/06 dated 20.07.2006).

Reservation of seats for Malayalee students from Andaman & Nicobar islands

An additional seat for each Programme in St. Albert's College(Autonomous) shall be created exclusively for the purpose of Malayalee students from Andaman & Nicobar Islands. This seat shall not be filled up by other candidates (u.o. No. 6199/ai/2016/acad dated 23.11.2016).

Reservation for Persons with Disabilities (PwD)

5% seats of the sanctioned strength shall be created over and above in St. Albert's College(Autonomous) exclusively for candidates with benchmark disability (as per clause 32 (I) of chapter vi, the rights of persons with disabilities act, 2016).

'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. Candidates seeking admission under differently abled categories should submit the "certificate of disability", issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. The permanent disability card issued by the state government is also considered. The permanent disability card has a lifelong validity when issued to a disabled person – above the age of 18 years. For disabled children below 18 years of age, the card is required to be updated once in every five years. Based on the details furnished in the online application, candidates will be provisionally included under the "differently abled" category. Candidates seeking admission under PD category should upload with their application form, an attested copy of the 'certificate of disability' issued by a district medical board or bodies of higher status, certifying the degree or percentage of disability

The selection of candidates under this category will be based on the rank in the inter-se-merit list and not on the basis of the degree of disability

No reservation of seats is allowed for blind candidates for programmes which come under the faculties of Science/Technology & Applied Sciences.

Mark relaxation for PwD candidates

A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013/2017) applicants and 45% marks for pre - CBCSS applicants for admission to M.Sc programmes and CGPA of 1.60 for CBCSS (2009), 4.0 for CBCSS (2013/2017) applicants and 40% marks for pre CBCSS applicants for admission to M.A./ M.Com programme

Reservation for Transgender candidates

Two seats shall be created over and above the sanctioned strength in all Programmes in St. Albert's College(Autonomous) exclusively for admitting transgender students. (G.O (ms)no.153/2018 HEdn dated 03.07.2018).

Reservation of seats under Sports Quota

Age limit: Upper Age Limit for applying through sports quota is 25 years. The following norms are prescribed for admission under Sports Quota.

One seat for every 20 seats for M.A., M.Sc., and M.Com Programmes with permission for interchangeability. Where the number of seats is less than 20 for a subject, the seats may be pooled together, MA, M.Sc and M.Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.

Where the number of seats is still less than 15 after such pooling, all PG Programmes may be pooled together.

After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.

A minimum of one seat may be given if there are no sufficient seats.

The applicant for admission to the Sports Quota should have represented at least the College in the Inter-Collegiate competitions. Preference shall be given to sportsmen who have represented the State/University, over the sportsmen who have represented the District/College. Performance in any year during the Under Graduate Programme only will be taken into consideration. The following guidelines shall be followed in determining merit in sports and games for admission to the PG Programmes.

Points shall be awarded to the first (winner or the winning team), second (runners up or runners up team), third (third place) and participation as :

Sl. No.	Item	Points
1.	Representing India in approved world championships/Olympics and winning gold medal	200
2.	Representing India in approved world championships/Olympics and winning silver medal	195
3.	Representing India in approved world championships/Olympics and winning bronze medal	190
4.	Representing India in approved world championships/Olympics	185
5.	Representing India in commonwealth games/ Asian games/Asian championship etc. And winning gold medal	180
6.	Representing India in commonwealth games/ Asian games/Asian championship etc. And winning silver medal	175
7.	Representing India in commonwealth games/ Asian games/Asian championship etc. And winning bronze medal	170
8.	Representing India in commonwealth games/ Asian games/Asian championship etc.	165
9.	Representing India in world university games and winning a gold medal	160
10.	Representing India in world university games and winning a silver medal	155
11.	Representing India in world university games and winning a bronze medal	150
12.	Representing India in world university games	145
13.	Representing India in regional championship such as SAF games and winning a gold medal	140
14.	Representing India in regional championship such as SAF games and winning a silver medal	135
15.	Representing India in regional championship such as SAF games and winning a bronze medal	130
16.	Representing India in regional championship such as SAF games	125
17.	Representing Kerala State in national championship for senior / youth and winning gold medal	120
18.	Representing Kerala State in national championship for senior / youth and winning silver medal	115
19.	Representing Kerala State in national championship for senior / youth and winning bronze medal	110
20.	Representing Kerala State in national championship for senior / youth championship	105

21.	Representing a university in all India / south zone inter university competition and winning a gold medal	100
22.	Representing a university in all India / south zone inter university competition and winning a silver medal	95
23.	Representing a university in all India / south zone inter university competition and winning a bronze medal	90
24.	Representing Kerala State in south zone championship for senior/youth and winning gold medal	85
25.	Representing Kerala State in south zone championship for senior/youth and winning silver medal	80
26.	Representing Kerala State in south zone championship for senior/youth and winning bronze medal	75
27.	Representing Kerala State in south zone championship for senior/youth	70
28.	Representing university in all India / south zone inter university championship	65
29.	Representing state in all India rural sports/ women's sports and winning a gold medal	60
30.	Representing state in all India rural sports/ women's sports and winning a silver medal	55
31.	Representing state in all India rural sports/ women's sports and winning a bronze medal	50
32.	Representing Kerala State in all India rural sports/women's sports	45
33.	Representing district in inter- district championship for seniors / youth and winning a gold medal	40
34.	Representing district in inter- district championship for seniors / youth and winning a silver medal	35
35.	Representing district in inter- district championship for seniors / youth and winning a bronze medal	30
36.	Representing district in inter- district championship for seniors / youth students selected for KSSC sports hostel scheme	25
37.	Representing a college in the inter collegiate championship and winning a gold medal	20
38.	Representing a college in the inter collegiate championship and winning a silver medal	15
39.	Representing a college in the inter collegiate championship and winning a bronze medal	10
40.	Representing a college in the inter collegiate tournament	05

The selection of candidates under the category will be based on the proficiency in sports/games.

1. A person can score points only in one category.
2. The highest score will be counted
3. Where bracketed, scores in other categories will be counted
4. Where still bracketed, priority will be given in the order of merit i.e.; 1st , 2nd , and 3rd place respectively.
5. Those with a more number of achievements in the same level will be placed above the others (more number of 1st places, more number of 2nd places and so on).

6. Individual achievements will be ranked above team achievements.
7. A new record is created; he/she will be given priority.
8. If the tie could not be resolved by any of the above mentioned sports achievements, the index marks based on the qualifying examination shall be considered for breaking the tie.
9. Performance in any year during the undergraduate programme will be taken into consideration.

Addendum

1. Only the events, which are Intercollegiate Competitions in Mahatma Gandhi University alone, will be considered for Sports Quota admissions.
2. Approved World Competitions mean the competitions organized by the international apex bodies of the concerned discipline and in which the national teams are sponsored by the national apex bodies and cleared by sports authority of India / government of India .
3. National Championships mean the championships conducted by the national apex bodies of the concerned discipline. District competition means revenue district competition conducted by district association in respective sports.
4. Individual games /events mean a game/event in which an individual performs alone.
5. When a candidate has a number of achievements in a sports /different discipline his/ her best achievement will be taken into consideration.
6. For team events, Colleges should upload the events they wish to choose, at the beginning of each academic year.

Reservation of seats under cultural quota

1. One seat for every 20 seats for together MA, M.Sc, M.Com programmes with permission for interchangeability
2. Where the number of seats is less than 20 for a subject, the seats may be pooled together MA, M.Sc, M.Com being treated separately. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.
3. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
4. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.
5. A minimum of one seat may be given if there are no sufficient seats.

The selection shall be made from among the applicants for the cultural quota on merit as follows.

Level	Points of participation			
	1st	2nd	3rd	4th
National inter university youth festival/competition of association of Indian universities	50	30	20	10
Zonal inter university youth festival/competition of association of Indian universities	30	20	10	-
Annual university youth festival of any university in Kerala	20	10	5	-

In the absence of applicants who do not secure 1st , 2nd and 3rd and 4th places candidates with 'a' grade shall be considered for admission. The selection of candidates under the category will be based on the proficiency in cultural events only. Candidates who possess 'a grade'

1. A person can score points only in one category.
2. The highest score will be counted
3. Where bracketed, scores in other categories will be counted
4. Where still bracketed, person who was the university athletic champion will be given 3 extra points.
5. Performance in any year during the degree course in mahatma gandhi university will be taken

Distribution of Seats

Self-Financing Programmes

	Seat reservation	% of reservation
1.	General merit	50
2.	Management Quota	50

Distribution of 50% seats ear marked under merit category	% of reservation
OpenQuota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

Documents as required.

The claims for mandatory reservation once made in the application form cannot be altered by the candidate under any circumstances.

Claims for mandatory reservations must be made by a candidate at the time of submission of application, with supporting documents.

Candidates belonging to Ezhava, Muslim, other backward Hindus, Latin Catholic other than Anglo Indians and other backward Christian communities, should invariably produce both 'community' and 'income certificates' or non-creamy layer certificate obtained from the village officer concerned. The digital copy of the above certificates should be uploaded during submission of online application. Candidates who belong to the non- creamy layer are eligible for reservation.

Claim for reservation under Kerala scheduled castes/ Kerala scheduled tribes quota

Candidates claiming reservation under Kerala Scheduled Castes/ Kerala Scheduled Tribes quota should obtain caste/community certificate from the revenue authorities concerned.

Procedure

Albertian Online Admission Process (AOAP)

The applicants need to submit only one online application form while applying to all the PG Degree Programmes in the College whether in the General/ SC-ST/ Community/ Management/ Sports/ Cultural/ Lakshadweep and Persons with Disabilities (PwD) Quota (The relevant quota must be selected). If a candidate submits more than one application, his/her candidature is liable to be cancelled. Submission of application i.e. registration of personal and academic data as well as options for Programme shall be done online. Before submitting the application form, candidates are advised to verify the details of the academic Programme in the College through the college website www.alberts.edu.in, in addition to the information given in the prospectus published by the College.

Before selecting a programme the applicant should make certain that he/she possesses the prescribed qualification/eligibility for applying for the Programme.

Students seeking admission to St. Albert's College (Autonomous) should apply online through the Albertian Online Admission Portal (AOAP) www.alberts.edu.in

Applicants can view/download a copy of the prospectus from the website. In all the subsequent inquiries regarding admission, applicants are requested to mention the Albertian Online Admission Portal (AOAP) Number allotted to them at the time of online registration.

Application Procedure

Application procedure consists of two parts:

Part -1 Registration of Candidate (Personal Details and payment of application fee)

Part - 2 Submission of Application (Entering Academic Details)

Part -1 Registration of Candidate (Personal Details)

Register online through www.alberts.edu.in and fill in the applicant's personal details.

Make a note of the username (email) and password which will be generated on successful registration of the form. The password should NOT be revealed to others who may misuse it. St. Albert's College (Autonomous) will not be responsible for any such eventuality.

The application fee can be remitted by either of the four methods: The application fees for General Quota is Rs.100/-. It is subject to an increment of Rs.100/- for every other quota (except SC/ST) and is subject to a maximum of Rs.200/-.

Challan

Generate a challan print out (A4 – Landscape print). The challan bears an 'Email' and an 'Application number'. The application number and the email will have to be remembered by the candidate for all future online and offline operations. Remit the required fee along with the challan printout at the nearest SIB (South Indian Bank) branch. Collect the challan copy bearing the seal from the bank (Student copy and College copy). The confirmation of payment may take 2 working days.

Virtual Account Number

If payment has to be done through NEFT or at any other Bank take a printout of the virtual account number and remit the fee to the given Account Number. The confirmation of payment may take 2 working days.

Net Banking

If the applicant is an existing South Indian Bank (SIB) account holder, he/she can remit the fees through the net banking facility provided. The confirmation of payment is immediate and the rest of the application process can be continued.

Payment Gateway

For payment through credit/ debit / net-banking through any other bank, the payment gateway is used. The confirmation of payment is immediate and the rest of the application process can be continued.

Part – 2 Submission of Application (Entering Academic Details)

Once the registration is complete, the candidate can login to complete the application procedure. All fields have to be filled in to complete the application. The Programmes selected must be at par with the eligibility criteria. If a candidate has opted for a course for which he/she is not eligible, he/she will not be considered for admissions, even if his/her name is reflected in the provisional rank-list. After submitting the application, further modification of data is not possible. Hence, double check whether all entries are made correctly before pressing the final submission button.

The application submission will be successfully completed only when you get a confirmation page from Albertian Online Admission Portal.

Click on the Profile link / Go to the login panel in Albertian Online Admission Portal and use the Email-Id as user-name and the password generated in order to refer to the details. In case the applicant forgets the password, an option for Lost Password is available just below the login panel. By logging-in, you can view your application in the 'profile page 1.

Applicants are requested to print the hall ticket for Entrance exam.

Hall Ticket and any ID card with photo is compulsory. The mode of Entrance exam, GD and Interview will be announced later in Website

An official invitation to join the Programme will be sent by email to those who are selected, when the rank list is prepared. Please check your emails regularly.

Online registration fee once remitted will not be refunded under any circumstances.

Fee Structure

Fee includes Tuition Fee, Special Fee to be remitted to the University/Government, Caution Deposit and other fees as per the Government/UGC/Mahatma Gandhi University guidelines. Fee concession will be available for eligible candidates (SC/ST/OEC/OBC(H)/OBC/GENERAL) as per the existing government norms on producing community/income certificates from competent authority such as Village Officer/Tahsildar.

Fee Structure

Course & Year	Semester	Tuition Fee	Special fee	University Fee	CD	College Fee	add on course fees	Total
M S W (SF)	I	19690	1338	1315	1000	2150	2500	27993
	II	19690	1315	0		2000	2500	25505

Admission Procedure

All applicants who seek admission to the College should report for the admission procedure at the College on the given date and time as per the official invitation to join. Those who fail to do this will be treated as not interested and further claim for admission by these applicants will not be entertained. Applicants are requested to remember the Albertian Online Admission Portal Number at the time of the admission process. The candidates should produce the following documents in original before the Principal/at the time of admission.

Documents to be produced at the time of Interview

1. Mark-list (original) and two attested copies of S.S.L.C. & Plus two mark lists.
2. Transfer Certificate (TC) from the Institution last attended (original).
3. Conduct Certificate from the Head of the Institution last attended (original).
4. Certificates of extra-curricular activities (original) if any.
5. Income Certificate, if eligible for fee concession (original). The income certificate should not have been issued earlier than 12 months prior to the submission of application.
6. Community Certificate for eligible candidates (original) from Village officer or Tahsildar.
7. One Passport size student Photo
8. Attach necessary certificates, if applying under physically handicapped quota. Candidates migrating from outside Universities/ Boards, if selected, should produce the eligibility certificate from the Mahatma Gandhi University at the time of admission. (*Self-attested copy of the Online Mark list, in case the original mark list is not issued.)

The students who get admission in the college will be subjected to the following procedure

1. Attending the admission process on the stipulated date and time
2. Verification of the original documents
3. Claim for concession (if applicable)
4. Signing up of the Declaration Forms
5. Issuance of Admittance Card
6. Confirmation of Admission by the Principal
7. Remittance of Fee
8. Enrollment into the College Register
9. Issue of Fee Receipt

Admission Policies

As the provisional rank-list is based on the information furnished by the candidate online, the eligibility criteria will be confirmed at the time of admission. The Admission Committee will verify the details furnished by comparing the same with the original documents produced by the candidate. Any discrepancy will result in the denial of admission.

Seat Allotment Protocol

The Admission will be on a hierarchical basis. The hierarchy of order is as follows:

1. General Merit (GM)
2. SC/ST Merit
3. Community Merit
4. Management Quota

Ragging – A crime

The Honorable Supreme Court of India has directed that if any incident of ragging comes to the notice of the authorities, the student concerned shall be given liberty to give his/her explanation, and if his/her explanation is not found satisfactory, he/she would be expelled from the Institution.

Politics banned in St. Albert's College (Autonomous)

At the time of admission the applicant should give an undertaking that he/she will not participate in any type of political activity in and around the College Campus. If any incident comes to the notice of the authorities, the student will be expelled from the institution after the disciplinary procedure. This is in reference with the Court Verdict banning political activities on the College campuses Judgment No JWA-535/2003 dated 26-05-2003 by the Honorable High Court of Kerala.

Hostel

Hostel Facility is provided only for Postgraduate male students (as per availability) and Civil Service Grooming Programme (CSGP) students in Pious X PG Hostel situated on the College Campus.