SUBMISSION OF APPLICATION

Submission of application, i.e. registration of personal and academic data as well as options for programmes, shall be done online through the college website: www.devamatha.ac.in/admission.

Before submitting the application form, candidates are advised to verify the details of the programmes in the college. **Before selecting a programme, the applicant shall go through the prospectus and satisfy himself/herself that he/she possesses the prescribed qualification for applying for the programme.**

Steps for Online Registration

1. For online registration of personal and academic data, the candidates must visit the website www.devamatha.ac.in/admission

2. Follow the online instructions and fill in the necessary details in the relevant fields provided.

3. Please note that only one application can be generated using one mobile number, and hence the applicant should be extremely careful while entering the details online.

4. Pay the application fee through the Online Payment Gateway. You can use UPI/Debit Card/Credit Card or Internet Banking facility for making online payments.

5. After remitting the fee, you will be redirected back to the application page.

6. Upload the digital images /PDFs of the documents in proof of caste/community/bonus marks claimed, etc.

7. Verify with the relevant documents and confirm the details entered online.

8. After satisfying himself/herself that the details entered are correct, the applicants shall proceed to the Final Submission.

ADMISSION PROCEDURE

1. Admission Process will be Offline, so all the selected candidates will be intimated from the college and are requested to come in person to the College office with the Parent/Guardian to take admission on the scheduled date and time, failing which his/ her admission will be cancelled.

2. Candidates who come to the college for the Admission Process need to carry the hardcopy (Original & Photocopy) of the following Documents & Certificates.
   - Signed copy of the application form
   - Signed copy of the undertaking by the candidate and the parent
   - +2 Certificate
   - Proof of date of Birth (SSLC certificate-2 copies)
   - TC and Conduct Certificate obtained within six months of the institution last attended

- ➢ Eligibility certificate from MG University (if the candidate qualified +2 from a board other than CBSE, CISCE and Kerala State Higher Secondary Board/ VHSE)
- ➢ Caste and income certificate / non-creamy layer certificate/ EWS certificate for claiming seat reservation/fee concession.
- ➢ Certificates in proof of bonus marks (NCC, NSS, SCOUT/ Student police/Rajyapuraskar/Nanmamudra certificate, Dependent certificate from Zilla Sainik Welfare officer, etc., whichever is applicable)
- ➢ Aadhaar Card
- ➢ For Admission under Community Quota- SSLC Certificate mentioning the community (Syrian Catholic/RCSC) or Caste Certificate.
- ➢ 3 Passport-size photographs

3. The selected candidate shall report to the Admission Desk of the college, from where they will be directed to their respective departments. The Head of the Department shall verify the documents produced by the candidate. If the candidate fails to submit any of the required certificates/ fails to meet the eligibility criteria applicable to a particular programme, the admission will be cancelled.

4. Once the formalities in the department are completed, the candidate shall meet the Principal and Bursar. The candidate shall then pay the fee and complete the admission process in the Office.