



## **Admission Information: 2023 -24** ( Evening College: Self-Financing )

- ❖ Online Registration of UG Applications within **10 working days** after the publication of TNHSC Results - 2023.
- ❖ Application by “MALE” Candidates only.
- ❖ For the purpose of online registration, the applicant must have an **Active E-mail id** and a **valid Mobile Number**.
- ❖ The college will not be responsible in case of an applicant providing inactive / incomplete E-mail id & invalid Mobile Number which will lead to communication failure and the applicant himself will be vitiating the admission process.
- ❖ **Separate Registration** is necessary for Day College and Evening College.
- ❖ Mere registration in the portal **without completing the Form-Filling Procedure**, will lead the system to reject it as invalid applicant.
- ❖ Immediately after registration, correct form-filling procedure is essential to generate **VALID Application Number**.
- ❖ The applicant must download his filled-in application form and **retain 3 (THREE) printed Hard-copies** of it.
- ❖ For facilitation of any admission related enquiry in person, **bringing of printed Hard-copies** of the filled-in application is necessary.
- ❖ **For Online Registration and Form-Filling Assistance – Please refer last THREE pages (Pages 8, 9 & 10).**

*Education is the manifestation of the perfection already in man.*

*We want that education, by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet.*

*The end of all education, all training, should be man-making. The end and aim of all training is to make the man grow. The training by which the current and expression of will are brought under control and become fruitful, is called education.*

**SWAMI VIVEKANANDA**



**Admission Information: 2022-23**

**A. COURSES OF STUDY OFFERED:**

1. B. Com. (General)
2. B. Com. (Accounting & Finance)
3. B. Com. (Bank Management)
4. B. Com. (Corporate Secretaryship)
5. B. Com. (Computer Applications)
6. B. Com. (Information Systems Management)
7. B.Sc. (Computer Science)
8. B. C. A.
9. B. B. A.
10. M.S.W.

- a. For B. Com. (General), candidates who have studied Commerce Stream with **Mathematics** in their qualifying Examinations will be preferred.
- b. For B.Sc. (Computer Science) and B. C. A., candidates who have studied Science Stream with **Mathematics** in their qualifying Examinations will be preferred.

<b>B. Com. (General)</b>	
Important Subjects	<ul style="list-style-type: none"><li>❖ Accounting (Financial, Corporate, Cost &amp; Management Accounting)</li><li>❖ Direct &amp; Indirect Taxation (including GST)</li><li>❖ Corporate Governance, Ethics &amp; Sustainability</li><li>❖ Business, Corporate &amp; Securities Law</li><li>❖ Security Analysis &amp; Portfolio Management</li><li>❖ Insurance &amp; Risk Management</li><li>❖ Human Resource, Marketing &amp; Financial Management</li></ul>
Future Prospects	<ul style="list-style-type: none"><li>❖ Can pursue Professional Courses like <b>CA, CMA &amp; MBA.</b></li><li>❖ Career prospects in entire gamut of Business and Corporate Sector.</li></ul>

<b>B. Com. (Accounting &amp; Finance)</b>	
Important Subjects	<ul style="list-style-type: none"><li>❖ Accounting &amp; Auditing (Theory &amp; Applications)</li><li>❖ Direct &amp; Indirect Taxes (including GST)</li><li>❖ International Financial Reporting Standards</li><li>❖ Investment Management</li><li>❖ International Financial Management</li><li>❖ Computerised Accounting</li><li>❖ Research Methodology &amp; Project Work</li></ul>
Future Prospects	<ul style="list-style-type: none"><li>❖ Can pursue Professional Courses like <b>CA, CMA &amp; MBA</b> and any specialised PG programs in Finance.</li><li>❖ Career prospects in the field of Finance, Capital Markets and Investment Banking.</li></ul>

<b>B. Com. (Bank Management)</b>	
Important Subjects	<ul style="list-style-type: none"><li>❖ Accounting &amp; Auditing (Theory &amp; Practicals)</li><li>❖ Bank Management (Theory &amp; Practicals)</li><li>❖ Insurance (Theory &amp; Accounting)</li><li>❖ Taxation (Including GST)</li><li>❖ Investment Management</li><li>❖ International Banking</li><li>❖ Computerised Accounting</li><li>❖ Theory for Research Analysis</li><li>❖ In-Bank Training</li></ul>
Future Prospects	<ul style="list-style-type: none"><li>❖ Can pursue professional courses like <b>CA, CMA &amp; MBA</b> and any specialised PG programs in Finance, Banking and Insurance.</li><li>❖ Career prospects in the field of Banking, Capital Markets and Investment Banking.</li></ul>

<b>B. Com. (Corporate Secretaryship)</b>	
Important Subjects	<ul style="list-style-type: none"> <li>❖ Accounting (Financial, Corporate, Cost &amp; Management Accounting)</li> <li>❖ General &amp; Commercial Law, Industrial &amp; Labour Law</li> <li>❖ Company Law, Securities Law</li> <li>❖ Drafting &amp; Pleading Etiquettes</li> <li>❖ Direct &amp; Indirect Taxes (including GST)</li> <li>❖ Auditing &amp; Assurance</li> <li>❖ Corporate Finance &amp; Financial Markets</li> <li>❖ Secretarial Practice &amp; Training</li> </ul>
Future Prospects	<ul style="list-style-type: none"> <li>❖ Can pursue Professional Courses like <b>CS, CA &amp; CMA</b>.</li> <li>❖ Can also pursue Specialised Post-Graduate programs in Law (Corporate Laws, Intellectual Property Rights, Mergers, etc.).</li> <li>❖ Career Prospects of being a <b>Company Secretary</b>.</li> </ul>

<b>B. Com. (Computer Applications)</b>	
Important Subjects	<ul style="list-style-type: none"> <li>❖ Accounting (Financial, Corporate, Cost &amp; Management Accounting)</li> <li>❖ Computerised Accounting, Auditing, Taxation</li> <li>❖ Human Resource &amp; Marketing Management</li> <li>❖ Programming Languages: Visual Basic, Python &amp; R.</li> <li>❖ Office Automation, E-Commerce, RDBMS &amp; Blockchain Technology</li> </ul>
Future Prospects	<ul style="list-style-type: none"> <li>❖ Course content is a blend of Commerce and Computer Applications.</li> <li>❖ Can pursue Post-Graduate/ Professional courses like <b>CA, CMA, CS, MBA and MCA</b>.</li> <li>❖ Career prospects in the field of Computer Applications and Business Analytics.</li> </ul>

<b>B. Com. (Information Systems Management)</b>	
Important Subjects	<ul style="list-style-type: none"> <li>❖ Accounting (Financial, Corporate, Cost &amp; Management Accounting)</li> <li>❖ Human Resource, Financial &amp; Marketing Management</li> <li>❖ Income Tax Law and Practice</li> <li>❖ Programming Languages: C, C++, Java, PHP, ASP.NET, Python</li> <li>❖ MIS, Cloud Computing, Blockchain Technology &amp; Data Analytics with R</li> </ul>
Future Prospects	<ul style="list-style-type: none"> <li>❖ Course content is a blend of Commerce, Management and Information Systems.</li> <li>❖ Can pursue Post-Graduate/ Professional courses like <b>CA, CMA, CS, MBA and MCA</b> or any other specialized course in Information Management.</li> <li>❖ Career prospects in the field of Information Management including Data Analytics.</li> </ul>

<b>B. Sc. (Computer Science)</b>	
Important Subjects	<ul style="list-style-type: none"> <li>❖ Advanced Java</li> <li>❖ Python Programming</li> <li>❖ Mobile Applications Development using Android</li> <li>❖ Mobile Computing &amp; Cloud Computing</li> <li>❖ Web Technology</li> <li>❖ Data Mining, Data Warehousing &amp; Big Data Analytics</li> <li>❖ Internet of Things</li> <li>❖ Mini-Project</li> </ul>
Future Prospects	<ul style="list-style-type: none"> <li>❖ Can pursue Post-Graduate courses like <b>M.Sc.</b> in Computer Science and <b>M. Sc.</b> in Information Technology.</li> <li>❖ Career prospects in the field of Information Technology, Software Project Management, Cyber Security and Artificial Intelligence.</li> </ul>

<b>B. C. A. (Bachelor of Computer Applications)</b>	
Important Subjects	<ul style="list-style-type: none"> <li>❖ Advanced Java</li> <li>❖ Python &amp; PHP Programming</li> <li>❖ Mobile Applications Development using Android</li> <li>❖ Mobile Computing &amp; Cloud Computing</li> <li>❖ Web Technology</li> <li>❖ Data Mining, Data Warehousing &amp; Big Data Analytics</li> <li>❖ Internet of Things</li> <li>❖ Distributed Database Management System</li> </ul>
Future Prospects	<ul style="list-style-type: none"> <li>❖ Can pursue Post-Graduate Courses like <b>M.C.A.</b>, <b>M.Sc.</b> in Information Technology, <b>M.B.A.</b>, etc.</li> <li>❖ Career prospects in the field of Information Technology, Management, Cyber Security and Data Science.</li> </ul>
<b>B. B. A. (Bachelor of Business Administration)</b>	
Important Subjects	<ul style="list-style-type: none"> <li>❖ Marketing (Advertising, Brand &amp; Retail Management)</li> <li>❖ Production, Materials, Logistics &amp; Supply Chain Management</li> <li>❖ Strategic Management</li> <li>❖ Business Research Methods</li> <li>❖ Entrepreneurship &amp; Project Management</li> <li>❖ Capital Markets &amp; Investment Management</li> <li>❖ Human Resource Management &amp; Organisational Behaviour</li> <li>❖ Accounting for Management &amp; Financial Management</li> </ul>
Future Prospects	<ul style="list-style-type: none"> <li>❖ Can pursue <b>M.B.A.</b> in Marketing, H.R., Finance, International Business, Retail Management.</li> <li>❖ Career opportunities in the entire gamut of business including the recent developing domains such as Digital Marketing, Supply Chain Management, Event Management, etc.</li> <li>❖ Career opportunity of being an entrepreneur.</li> </ul>
<b>M.S.W. (Master of Social Work)</b>	
Important Subjects	<ul style="list-style-type: none"> <li>❖ Psychology and Sociology in Social Work perspective</li> <li>❖ Working with Individuals, Groups &amp; Community</li> <li>❖ Research &amp; Computer Applications in Social Work</li> <li>❖ Total Quality Management</li> <li>❖ Counselling</li> <li>❖ Social Work intervention for Environmental Protection</li> <li>❖ Community Development (Rural, Tribal, and Urban)</li> <li>❖ Human Resource (Industrial Relations, Labour Laws &amp; Welfare, HRD and Organisational Behaviour)</li> </ul>
Future Prospects	<ul style="list-style-type: none"> <li>❖ <b>For Specialisation in Community Development:</b> Project Coordinator, Officer, Manager, Director etc. in NGOs and Government Sector, Counsellor in various settings.</li> <li>❖ <b>For Specialisation in Human Resource Management:</b> HR Executive, Manager, Director, Public Relations Officer, Project Manager, etc. in Private as well as Public Sectors.</li> <li>❖ Corporate Social Responsibility Officer.</li> </ul>

**B.** Candidates desiring admission to the college should apply through online portal available in the College website on payment of a fee of Rs. 200/- for UG courses. SC/ST candidates are exempted from this fee by uploading a copy of their latest Community Certificate issued by the Govt. of Tamil Nadu.

### **C. QUALIFYING EXAMINATION:**

1. Those who have passed the Higher Secondary Certificate examination of Tamil Nadu State Board or an equivalent examination in the current year may apply for admission in the first year of the Three-year Under-Graduate Degree Courses.
2. Those who have passed any Degree examination in any subject in the current year may apply for admission to the Master of Social Work (M.S.W.) Course.

#### D. COURSE CURRICULUM FRAMEWORK:

1. All the students joining the U.G. and P.G. Degree courses will study under the semester pattern.
2. The duration of the U.G. Degree course is 3 years (6 semesters) and that of the P.G. Degree course is 2 years (4 semesters).
3. Choice Based Credit System (CBCS) is followed for all U.G. and P.G. courses as directed by the University of Madras / Government of Tamil Nadu.
4. The Under-Graduate Degree program consists of:
  - a. Foundation Course in Language (Tamil or Sanskrit or Hindi)
  - b. Foundation Course in English
  - c. Core Subjects (Major, Allied and Electives)
  - d. Non-Major Elective
  - e. Skill Based Electives
  - f. Environmental Studies
  - g. Value Based Education
  - h. 'Naan Mudhalvan' Courses as applicable
  - i. Extension Activities
5. In the Under-Graduate Degree course:
  - a. Students should study Foundation Course in Tamil or Sanskrit or Hindi under Part-I.
  - b. Students should study Basic Tamil or Advanced Tamil or Non-Major Elective (NME) in their I & II Semesters of study.
  - c. Students will also study Skill Based Electives in the First and Second Year of the course along with Environmental Studies in the IV Semester and Value Based Education in the V Semester.
  - d. Students will have to enroll under any one of the Compulsory Extension programmes like N.S.S, N.C.C., Sports, Rotaract, and Youth Red Cross Society.
6. The Master of Social Work Degree course consists of Core subjects, Electives, and Field Work. Students have to opt for an Inter-Disciplinary Elective in their II Semester of study.

#### E. COURSE FEES (for One Year):

S. No.	Course Name	Annual Course Fees (In ₹)
1	B. Com. (General)	45,000
2	B. Com. (Accounting & Finance)	45,000
3	B. Com. (Bank Management)	45,000
4	B. Com. (Corporate Secretaryship)	45,000
5	B. B. A.	45,000
6	B. Com. (Computer Applications)	47,000
7	B. Com. (Information Systems Management)	47,000
8	B.Sc. (Computer Science)	47,000
9	B. C. A.	47,000
10	M.S.W.	46,000

#### Note:

At the time of admission, an additional amount of Rs. 985/- (for TNHS students) and Rs. 1035/- (for other Board students) should be remitted towards Admission Fee and other fees payable to the University of Madras, DPI, etc. The Annual fees has to be remitted through the designated Payment Gateway. Payment Gateway levies transaction charges / convenience fee for all the remittances made through the gateway.

Examination related fees payable to the University of Madras to be paid when notified and are subject to revision as per University notifications.

## **F. INSTRUCTIONS FOR APPLICANTS:**

- 1. Only those students desirous of completing the full course of studies in this institution are advised to seek admission here as it is a self- supportive course.**
2. Students seeking admission to this college should conform to the rules and spiritual ambience of the Institution.
3. The applicant should be accompanied by his parent/legal guardian for the entire admission procedure. The outstation applicants are required to bring their local guardian also.
4. Once admitted, any request for change of course, will not be entertained.
5. The applicant and the parent/guardian are required to provide true and correct information while filling in the application form. Applications with incomplete, incorrect and invalid data will be summarily rejected.
6. The applicant must upload and produce the following:
  - a. Class 12 Statement of Marks (Internet Result or Provisional Marks Statement),
  - b. Latest Community Certificate of the applicant issued by the Govt. of Tamil Nadu.
  - c. Latest Passport size photo of the applicant (In Formal Dress and well groomed)
- 7. Choosing Language under Part - I:**
  - a. The applicant has to choose any one language (Tamil/Sanskrit/Hindi).
  - b. The applicant is advised to choose a language under Part-I Foundation Course in which he has prior exposure at the school level.
  - c. No request for change of language will be entertained after admission.
8. Candidates who do not appear for the interview on the date specified or who do not pay their fees within the time specified will forfeit their seats. No request for time extension will be entertained.
9. Admission is subject to verification of marks certificate by the Directorate of Government Examinations, Tamil Nadu. The applicants should submit the following certificates in original, if provisionally selected. They should also produce **THREE** attested copies of the following certificates:
  - a. Transfer Certificate
  - b. Conduct Certificate from the Head of the institution where he studied last
  - c. Grade/Marks Statement
  - d. The latest Community Certificate from the Govt. of Tamil Nadu, if the candidate belongs to BC/ BC (M)/ MBC/ DNC/ SC/SC(A)/ST
  - e. Certificate for the differently-abled from the competent authority
  - f. Certificate of proof for the wards of Ex-Servicemen
  - g. Certificate of proof for extra-curricular activities in Sports (District, State and National level) / NCC/NSS
  - h. Migration Certificate (CBSE & ISC Board students)
  - i. Eligibility Certificate issued by the University of Madras (Other State Board students)

**10.** All the admissions are only provisional until the applicants comply with the necessary requirements as stipulated by the University of Madras.

**11. Declaration:**

The applicant and the parent/guardian are required to go through the contents stated in the application form and agree to abide by the rules and regulations of the college.

**12. Dress Code and Discipline:**

The purpose of discipline is to help students to develop their best potentialities and make them learn to respect the higher values of life.

Students must come to the college in decent formal dress. They should adhere to the cultural values and the heritage that the Ramakrishna Mission Vivekananda College Evening College stands for. Wearing jeans, T-shirts, any form of casual attire, putting on fancy arm-bands, keeping fancy hair-styles etc., are discouraged. Students are not allowed to bring any costly items in the campus. College management will not be responsible for any loss or theft of the valuables of any student. The use of Mobile Phone is strictly prohibited inside the campus during the entire duration in which the college functions. Student violating the rule will be dealt with stringent action as per the rules.

**13. Ragging: A Punishable Offence**

Ragging of any kind is strictly prohibited and punishable. Students indulging in ragging would be expelled from the college immediately and they may face action as per the existing laws.

Students can make a written complaint on any sort of ragging and lodge it in the '**black box**' kept in the Principal's office.

**14. Kind Attention: Parents/Guardians**

Parents and Guardians should note that they are not absolved of their responsibilities towards their sons/ wards once they are admitted to this College. We expect parents and guardians to keep track of the student's progress in his studies and his general conduct in and outside the college campus. Parents and Guardians are advised to be in constant touch with the College authorities and co-operate with them. They are also advised to ensure a regular attendance of their sons/wards.

**15. A Note of Caution:**

The General Public is informed that our College does not accept donations in any form for admissions. Beware of anyone who promises you to get an admission on payment of money. Kindly bring such malpractices to the knowledge of the Secretary immediately.

## **ONLINE REGISTRATION AND FORM-FILLING ASSISTANCE**

### **1. The applicants are advised to keep the following ready before registration:**

- a. Valid Mobile Numbers (in use) belonging to the applicant/parent(s)
- b. Valid e-mail id (in use) belonging to the applicant
- c. Scanned/Soft Copy/PDF of his Recent Passport Size Photo (**not to exceed 80kb**)
- d. Scanned/Soft Copy/PDF of his Class 12 Marks statement (**not to exceed 200kb**)
- e. Scanned/Soft Copy/PDF of his Latest Community Certificate, if applicable (**not to exceed 200kb**)
- f. Scanned/Soft copy/PDF of his Disability Certificate, if applicable (**not to exceed 200kb**)
- g. Applicant's Aadhaar Card Number
- h. Mode of payment: Debit/Credit Card, UPI details, etc.

### **2. New User Registration:**

- a. Log into <https://rkmvc.ac.in/>
- b. Read the **Admission Information thoroughly** before proceeding for registration.
- c. You have to **register separately** for **Day College (Aided Courses)** and **Evening College (Self-Financing Courses)**.

### **3. Registration Particulars:**

- a. Applicant's Name (as in Class 12 Marks Statement) must be filled in **CAPITAL** letters
- b. Applicant's Date of Birth
- c. Mobile Number of the Applicant (to which admission related information will be sent)
- d. Mobile Number of the Parent
- e. E-mail id (to which admission related information will be sent)
- f. Confirm by clicking the checkbox that you have read the Admission Information and agree to abide by it before proceeding further.

### **4. Registration:**

- a. CAUTION: Before clicking the **REGISTER** button, once again re-check the above data (spelling, numerals, etc.) you have filled-in.
- b. On registering, a One-Time Password (**OTP**) will be sent to the Applicant's Mobile Number to validate the details.
- c. Enter the OTP to **VALIDATE**.
- d. After validation, you will get a pop-up message on the screen, confirming your registration with a **User ID & Password**. (You will also receive an SMS and e-mail for the same).



- e. You will be allowed to login only with the User ID and Password henceforth.

#### **5. Login for Registered Users:**

- a. After registration, you have to login to fill-in the applicant's details.
- b. Proceed to the window "**ALREADY REGISTERED APPLICANT?**".
- c. Enter **Applicant's User ID** and **Password**.

#### **6. General Details:**

- a. Fill in your personal details, details about the parents and the address.
- b. Detail about the **Local Guardian** will be applicable only for applicants outside Chennai.
- c. Permanent Address is where you originally reside.
- d. Local Address is where you will reside during the period of your college-study.
- e. Upload your latest passport size photo (well-groomed, formals). Don't upload selfies.
- f. **SAVE** the details to proceed to the next page – **Specific Details**.

#### **7. Specific Details:**

- a. Certificate from competent authorities have to be uploaded in the case of being Differently Abled, Son of Ex-Serviceman and National/International Achievements in Sports/Games.
- b. **SAVE** the details to proceed to the next page – **Educational Qualification Details**.

#### **8. Educational Qualification Details:**

- a. Ensure every column is filled with correct and valid data diligently.
- b. "Language to be chosen in Part 1" refers to the language (Tamil/Sanskrit/Hindi) that you would opt to study during the course of your study in college.
- c. In the Marks Details segment, fill in the subjects that you studied and the respective marks secured in Class 12 as declared by your Board of study (TNHSC, CBSE, ISC, etc.)
- d. **SAVE** the details to proceed to the next page – **Applicant Document attachments**.

#### **9. Applicant Document Attachments:**

- a. Attach the scanned/pdf copy of the documents required to be part of the application based on the details furnished by you.
- b. Click **NEXT** to choose the courses that you intend to apply.

#### **10. Choosing the Courses to apply:**

- a. You may click the check box of the course(s) that you intend to apply.
- b. If you intend to apply for more than one course from the list of eligible courses, you can click the check-box of the courses that you wish to apply.
- c. Read carefully the 'Declaration by the Applicant' before clicking **I AGREE & APPLY**.

- d. On clicking **I AGREE & APPLY**, you will be prompted to ensure that all the details furnished are correct and valid.
- e. You will not be allowed to edit details after you click **YES**.

**11. Payment:**

- a. Check the courses that you have applied for and the terms & conditions of payment before proceeding to make the Online Payment.
- b. After you click the **Confirm Payment**, choose the mode of payment and make the payment.
- c. After the payment is confirmed, details about your **Payment Status** will be shown on screen.
- d. **DOWNLOAD** your Application Form(s) by clicking on the application link (in PDF).

**12. Information about your application:**

- a. You can check the application details about the courses that you applied for by clicking **VIEW APPLICATION STATUS**.
- b. If you intend to apply for another eligible course subsequently, login with the existing User ID & Password and click **GENERATE APPLICATION** in the menu and follow the steps mentioned in para 10 and 11 above.

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