Michael Job Memorial College of Education for Women

Admission Guidelines

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1. Programs offered by Michael Job Memorial College of Education for Women

B.Ed., M.Ed., and Ph.D

Pedagogical subjects offered in B.Ed. Program

- Pedagogy of Tamil
- Pedagogy of English
- Pedagogy of Mathematics
- Pedagogy of Physical Science
- Pedagogy of Biological Science
- Pedagogy of Computer Science
- Pedagogy of History
- Pedagogy of Commerce & Accountancy

Eligibility for B.Ed. Program

Candidates with the following marks in the U.G. Degree are eligible for admission to B.Ed. degree program with the Subject Tamil, English, Mathematics, Physical Science, Biological Sciences, Computer Science and History. The marks obtained in U.G. Degree alone shall be taken to arrive at the rank even if they possess P.G. Degree in the same subject. For the subject Commerce & Accountancy, P.G. Degree with not less than 50% marks is mandatory and the subject in U.G. and P.G. shall be one and the same.

Community	Minimum Marks
OC	50%
BC / BC(M)	45%
MBC / DNC	43%
SC / SC(A) / ST	40%

- Marks obtained by the candidates in the UG Degree Course in Part-III & IV (Tamil, English, Mathematics Physical Sciences, Biological Sciences, Computer Science and History) alone shall be taken into account to arrive at the percentage of marks mentioned above.
- For the students who have done their UG Degree in Engineering / Technology, the marks obtained in their Degree shall be taken into account.

- All the B.E./B.Tech. Graduates irrespective of their Branch in Engineering/Technology/ are eligible to study either Mathematics or Physical Science as Pedagogy of a School Subject. However the B.E./B.Tech. graduates in Computer Science related branches and Bio-Technology related branches are also eligible to study Computer Science and Biological Science as Pedagogy of School Subject respectively. The reservation of seats for the graduates in B.E./B.Tech. in each Pedagogy of School Subjects (viz. Mathematics, Physical Science, Biological Science & Computer Science) shall be 5% only.
- The candidates who are qualified in U.G. degree under Open University System after passing 1Oth Std. and +2 examinations shall alone be considered for admission to B.Ed. degree program.
- The candidates who are qualified in U.G. degree under Open University System without passing 10th Std. and +2 examinations and subsequently passing 10th Std. and +2 examinations are not eligible for admission to B.Ed. degree program.
- The basis of selection shall be in accordance with the Regulations of the Tamil Nadu Teachers Education University / Government of Tamil Nadu Guidelines for admission to B.Ed. degree program in force from time to time.

Eligibility for M.Ed. Program

Candidates seeking admission to the M.Ed. Degree Program should have obtained at least 50% marks (aggregate in theory and practicum) or an equivalent grade in the following programs:

- B.Ed.
- B.A. B.Ed.
- B.Sc. B.Ed.
- B.El.Ed.
- Candidates who have qualified in NET / SET / M.Phil.(Education) are exempted from appearing for the Common Eligibility Test conducted by TNTEU, as per university regulations.
- Admission procedures shall be governed by the Ph.D. Regulations and guidelines prescribed by Tamil Nadu Teachers Education University from time to time.

Eligibility for Admission to Ph.D. Programme in Education

Candidates seeking admission to the Ph.D. Programme in Education should possess the following qualifications:

- A Post Graduate Degree (M.A./M.Sc./M.Com. in any subject) along with a Post Graduate Degree in Education (M.Ed.) from a recognized university with the prescribed percentage of marks as per Tamil Nadu Teachers Education University norms.
- Candidates should qualify in the Common Eligibility Test conducted by Tamil Nadu Teachers Education University for admission to the Ph.D. Programme.

2. Mode of Application

- The Candidate can submit her application online through MJC website www.mjc.ac.in directly.
- Candidates can approach directly to the Centralized Admission Cell (CAC) in Campus or they can contact any other Spot Admission Centers (SAC) available in their nearest locations.

3. Application Fees

The MJC accepts both online and offline application from the candidates. The Candidates are informed to include the Application Form fee (Rs. 500 for OC and Rs.250 for BC/MBC & SC/ST) when they make the first payment to the Institution during the admission registration process of Admission.

4. Admission Procedures

The procedure for Admission of Candidates in any (UG / PG / B.Ed. / M.Ed./ LKG – XII) program of MJC is as below:

- The Candidate can log on to www.mjc.ac.in and submit her Expression of Interest (EOI) or they can visit the MJC campus / any spot admission centers available near to their residence for getting application form.
- The filled-in application form along with necessary copies of certificates is to be submitted to the Centralized Admission Cell (CAC) in MJC campus or any Spot Admission Centers (SAC) for registration of admission.
- After receiving the application form from the candidates, the Admission Committee will be scrutinizing the application for eligibility.
- After confirming the eligibility, the candidates are to be informed to pay Rs.10,000/- as a first payment for confirming their admission. If the candidates are not able to pay Rs.10000/- on the day of registration, they are permissible to pay minimum Rs. 1000/- on the day of registration and they will be given 10 days to pay the rest of the amount from the date of registration.
- Finally, the selected candidates have to pay their First Semester / Term fees and they have to submit their original certificates.

5. Incomplete Applications

The MJC does not take any responsibility to inform Candidates who have submitted incomplete application. Hence, the Candidates are advised to ensure that the application is complete in all respects before submitting the online / offline application.

6. Payment of Remaining Fees

Details of academic fees and hostel fees are available in the respective Institution office. The Candidates can pay the remaining fees through online / offline on or before the due date. If they do not pay the required first semester / term fees on or before the due date, they may not able to join the institution. Hence, the payment of required first semester / term fee is mandatory for the candidates to enroll in the respective institution.

7. Submission of Documents during Admission process

The following documents in original along-with TWO sets of photocopies are to be submitted at the time of admission. The enrolment dates for various programs will be updated in the College / School website at an appropriate time. The enrolment process will be entertained only for the Candidates who paid the full fees in advance.

For B.Ed. Program

- SSLC mark statement
- HSC / Pre-degree / Intermediate mark statement or equivalent
- UG Consolidated Mark statements
- Provisional Certificate / Degree Certificate (UG)
- PG Consolidated Mark Statements
- Provisional Certificate / Degree Certificate (PG)
- Transfer and conduct certificates
- Migration Certificate (applicable for other states)
- Community certificate (Certificate issued by Tahsildar / Revenue Officer / Magistrate will alone be accepted)
- Recent Passport size photos (4 Nos.)
- Aadhaar card (photocopy)
- Ration card as address proof
- Income certificate (for scholarship purposes)

For M.Ed. Program

- SSLC mark statement
- HSC / Pre-degree / Intermediate mark statement or equivalent
- UG Consolidated Mark statements
- Provisional Certificate / Degree Certificate (UG)
- PG Consolidated Mark Statements
- Provisional Certificate / Degree Certificate (PG)
- B.Ed. Consolidated Mark Statements
- B.Ed. Provisional Certificate / Degree Certificate
- Transfer and conduct certificates
- Migration Certificate (applicable for other states)
- Community certificate (Certificate issued by Tahsildar / Revenue Officer / Magistrate will alone be accepted)
- Recent Passport size photos (4 Nos.)
- Aadhaar card (photocopy)
- Ration card as address proof
- Income certificate (for scholarship purposes)

For Ph.D. Program

- SSLC mark statement
- HSC / Pre-degree / Intermediate mark statement or equivalent
- UG Consolidated Mark statements
- Provisional Certificate / Degree Certificate (UG)
- PG Consolidated Mark Statements
- Provisional Certificate / Degree Certificate (PG)
- B.Ed. Consolidated Mark Statements
- B.Ed. Provisional Certificate / Degree Certificate
- M.Ed. Consolidated Mark Statements
- M.Ed. Provisional Certificate / Degree Certificate
- NET/SET (if applicable)
- M.Phil. Mark Statements and Degree Certificate (if applicable)
- Transfer and conduct certificates
- Migration Certificate (applicable for other states)
- Community certificate (Certificate issued by Tahsildar / Revenue Officer / Magistrate will alone be accepted)
- Recent Passport size photos (4 Nos.)
- Aadhaar card (photocopy)
- Ration card as address proof

8. Refund policy of MJC Group of Institutions

Request for cancellation of admission and refund of fees may be considered as per the following norms. If a student chooses to withdraw from the program of study in which she is admitted, the following six-tier system for the refund of fees remitted by the student is to be followed.

Sl. No.	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received by Admission Cell, MJC.
01	100%	15 days or more before the notification date for commencement of academic session. (Rs.1000/- will be deducted as Admission processing Fee)
02	80%	Less than 15 days before the notification date for commencement of academic session.
03	60%	15 days or less after the notification date for commencement of academic session.
04	40%	30 days or less, but more than 15 days, after the notification date for commencement of academic session.
05	20%	More than 30 days after the notification date for commencement of academic session.
06	00%	After starting the commencement of academic session.

*** the admission processing fee Rs. 1000/- will be deducted in category 01.**

- Fees shall be refunded by MJC to an eligible student with-in 15 days from the date of receiving admission withdrawal application from her in this regard.
- Failed Candidates / ineligible Candidates are eligible to receive 100% refund after deduction of Rs.1000/- of the fees paid by the student, as admission processing charges.
- Candidates who withdraw the admission due to health issues can receive 100% refund after deduction of Rs.1000/- as admission processing charges.
- Candidate who desires to leave the Institution after joining the Program will have to submit a 'No dues' certificate issued by the Accounts Manager. This should be accompanied by the application of withdrawal duly approved by the Principal.

9. Hostel accommodation in MJC

Four seater rooms with attached Bathrooms are available in MJC. The rooms will be allotted as first come first serve method. Hence, the candidates who want to stay in the MJC Hostel are advised to reserve their room as early as possible.

10. General Discipline

- Every student is required to adhere strictly to the code of conduct of the institution, pay the requisite fees by the due dates, attend their classes regularly and abide by the rules and regulations of the Institution. The students who have not paid the fees before the deadline will be kept in out-of-rolls.
- Every student should follow the Institution's examination rules and regulations meticulously. Those who don't follow the Institution examination regulations will be subject to appropriate punishment as per the norms.
- If at any point of time, the conduct and character of a Candidate is not satisfactory or is of a suspicious nature, the management reserves the right, without assigning any reason, to make her vacate the hostel or expel her from the Institution.
- Ragging of any sort is banned at MJC Institutions and any violation of this will result in appropriate action, which includes expulsion from the institution.