



MES COLLEGE OF ARTS & SCIENCES CHATHAMANGALAM

A Self-Financing Postgraduate College
Affiliated to the University of Calicut and AICTE
Recognised by the Govt. of Kerala

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N.I.T Campus P.O - 673601

MES/UG-PG/2026-27/001

Date: 01/05/2026

ADMISSION PROCEDURE AND FEE REFUND POLICY

ADMISSION:

The selected candidates will have to attend an interview along with their parents/guardian.
The following documents must be produced at the time of interview.

1. CAP ID given by the University
2. Qualifying certificate or Statement of marks (S.S.L.C, Plus 2 for UG and S.S.L.C, Plus2 and Degree mark lists for PG)
3. T.C. and Conduct certificate from the institution last attended.
4. 3 copies of passport size photograph taken recently.
5. Migration certificate if the candidate is coming from other university.
6. Eligibility certificate if required.
7. Community certificate for SC/ST reservation
8. Required fee as per the fee structure table given above.

On securing admission, the pass certificate of the qualifying examination, SSLC, TC and conduct certificate are to be submitted to the college office for verification. As the verification process may take time, the students are advised to keep with them sufficient number of attested copies of these certificates for their interim use.

Refund of fee collected:

If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student. **U.O. No. 11428/2018/Admn Dated, 29.09.2018**

Sl. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI (Higher Education Institution)
1	100%	15 days before the officially notified last date of admission
2	80%	Less than 15 days before and not more than 15 days after the last date of admission
3	50%	More than 15 days but less than 30 days after the last date of admission
4	0%	More than 30 days after the last date of admission

* (Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

- ❖ In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.
- ❖ Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.




PRINCIPAL
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