

## ALLOTMENT INSTRUCTIONS TO THE B.TECH MARINE ENGINEERING PROGRAMME OF THE UNIVERSITY

Candidates in the Marine Engineering 2020 rank list only are eligible to appear for the online allotment/counselling to the B.Tech Marine Engineering programme. Those candidates who got allotment in other B.Tech programme of the University and included in the Marine Engineering 2020 rank list can also participate. But if they take admission in B.Tech Marine Engineering, their admission in other B.Tech Programme will be automatically cancelled and they will not be consider for further B.Tech allotments.

For B.Tech Marine Engineering programme, all candidates included in the ranks mentioned in the Schedule (See Marine Engg. Allotment Schedule) have to upload their **Physical and Eye Fitness Certificate from the DG Shipping approved medical officers**. (The list of medical officers is available in the website of The Directorate General of Shipping, Ministry of Shipping, Govt. of India: <http://www.dgshipping.gov.in>). Candidates included in the ranks mentioned in the schedule and have not uploaded their Physical and Eye Fitness Certificates during the period mentioned in the schedule will not be considered for allotments. After verification of the Physical and Eye Fitness certificates uploaded by the candidates, an online counselling will be provided for the candidates, the detail of which will be intimated to the candidates, where various aspects related to this programme will be explained. After the online counselling, aspiring candidates who have got allotment shall upload scanned copy of originals of all the required certificates and shall pay the fees applicable for the programme allotted to them by way of online payments through **NEFT / RTGS** mode on or before the stipulated last date for payment of fees.

- **If a candidate fails to upload all the required certificates and to pay fees before the stipulated last date of payment of an allotment, his/her candidature will be cancelled and he/she will not be considered for subsequent allotments. However, he/she can participate in the spot admission, if any.**

### HOW TO MAKE ONLINE FEE PAYMENT

For making online payment of fees the candidates who got allotment should follow the instructions given below:

1. Login to your home/login page using your Username (email id) and Password in the university website <https://admissions.cusat.ac.in/>
2. Proceed to certificate uploading page.
3. After uploading all the required certificates, proceed to fee payment. **The payment has to be made only through NEFT / RTGS mode and students are directed not to use any other mode of payment.** After successful payment, login to your home/login page and enter details like UTR Number, Remitters Account Number and Remitters Name. In case students initiating payment through Punjab National Bank account, they have to enter the details of Transaction Number / Reference Number.
4. **The Details of accounts:**

A/C No:	<b>4489002100003445</b>
A/ C Name:	COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
IFSC CODE	<b>PUNB0462800</b> (PUNB zero four six two eight zero zero)
BANK	PUNJAB NATIONAL BANK
BRANCH	THRIKKAKARA, ERNAKULAM

## **CERTIFICATES TO BE UPLOADED DURING ONLINE ALLOTMENT**

### **I. The applicants to various programmes of the University shall invariably upload good quality scanned copy of the following documents.**

1. S.S.L.C / 10th Standard Certificate & Mark List
2. 12<sup>th</sup> Standard/Higher Secondary Certificate & Mark List
3. Transfer Certificate from the Institution last attended
4. Conduct Certificate from the Institution last attended
5. Proof for communal reservation
6. Proof for Special Reservation, if any (DAC, NRI, CGW, CHD, EWS etc)
7. Proof for Keralite Status

### **II. Certificates to be uploaded as proof for availing communal reservation:**

- a. Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates should upload scanned copy of a valid & original Community Certificate issued by the Tahsildar.
- b. SEBC candidates, i.e. candidates belongs to Ezhava /Thiyya/Billava (ETB), Muslim(MSM), Latin Catholic or Anglo-Indian(LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevara (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma (VSK) etc. should upload scanned copy of a valid & original Community Certificate and Non-Creamy Layer certificate issued by the Village Officer. If the community/category is clearly specified in the Non-creamy layer certificate no separate community certificate is required.
- c. OBH candidates eligible for fee concession applicable to OEC candidates should also upload scanned copy of a valid & original income certificate issued by competent authority to prove their eligibility.
- d. Applicants belonging to “General” category and have claimed reservation under “Economically Weaker Sections - EWS” should upload scanned copy of a valid & original certificate issued by the competent authority for the purpose of claiming EWS reservation.
- e. Other certificates (if applicable) : Relevant/Appropriate Certificate issued by Competent Authority for substantiating claim for any other reservation seats mentioned under Supernumerary seats if the candidate is allotted to a seat under that category. Relevant certificates, if any, may also be uploaded here.

**III. Keralite Status:** A candidate will be considered as ‘Keralite’ for the limited purpose of admission procedure, if:

He / She or his/her father/mother was born in Kerala.

OR

He / She has been a resident of Kerala for a period of 5 years within a period of 12 Years.

OR

He / She has undergone his/her school studies from standards VIII to XII in educational institutions(s) in Kerala.

Children of All India Service (AIS) Officers (Non-Keralites) allotted to Kerala circle are deemed to be “Keralites” (GO (Rt.) No. 822/08/H. Edn. dated 29/05/2008). But they will not be eligible for Communal/Special Reservations applicable to “Keralites”.

**Certificates to be uploaded as proof for claiming Keralite Status:**

Candidates claiming the Keralite status should invariably upload scanned copy of the originals of any one of the following certificates:

1. The certificate of Birth / Residence of the candidate or his/her father or mother from the Village Officer / Tahsildar or from a competent authority of local body.
2. The ‘Certificate showing school studies in Kerala from Standards VIII to XII’ from the Head of School where the candidate completed his / her study in Standard XII.
3. Relevant page of the SSLC of the candidate’s father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and the parent.
4. Relevant page of the passport of the candidate or either of parents issued by the Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between the parent and candidate.
5. Birth certificate of candidate or his / her father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and father / mother whose birth certificate is being produced.
6. For claiming Keralite - AIS (All India Service), certificate from competent authority should be uploaded.

**IV. Non-resident Indian (NRI) Seats (Applicable to all Programmes for which NRI seats are allotted): Certificates to be uploaded for claiming NRI Seats.**

1. NRI status is not compulsory but those who have opted for NRI seats should upload the scanned copy of the ‘Declaration’ given in Annexure I.
2. For NRI seats candidates should have applied for the same at the time of application registration. Others will not be considered for admission under NRI seats. However, they can participate in NRI spot admission if seats are available.

**V. Seats reserved for Children of Indian Workers in Gulf Countries (CGW) applicable to all Programmes for which CGW seats are allotted.**

CGW seats are reserved for candidates whose father or mother is working in any Gulf Country. Those who have opted for CGW seats should invariably upload scanned copy of the following documents substantiating their claim for CGW seats.

**Certificates to be uploaded for claiming CGW Seats**

1. Certificate / Mark list of Plus Two Examinations and 10<sup>th</sup> Certificate.

2. Employment Certificate of the Parent which is duly attested by The Indian Embassy/ Govt. Agency.

OR

Copy of Work Permit, Account Statement of Bank in Gulf Country and copy of VISA which are duly attested by The Indian Embassy / a Govt. Agency.

3. Copy of the Birth Certificate of the candidate or any other Government certificate/document proving the relationship between the candidate and the parent.
4. Migration Certificate (if the candidate has studied in an institution outside Kerala)
5. Transfer Certificate and Conduct Certificate from the Institution last attended.

**Note:**

1. *If a candidate fails to upload the required certificates before the stipulated time, then his claim for admission to the programme under the category claimed by him will be forfeited. The sole responsibility for such incidents will rest with the candidate only.*
2. *Admission will be provisional and subject to physical verification of originals of all certificates/documents by the concerned School/Department before a specified date, that will be published later.*

<b><u>B.Tech Marine Engineering Programme Fee Structure</u></b>						
<u>Branches</u>	<u>General</u>			<u>SC / ST</u>		
	State Merit	All India Merit	NRI	State Merit	All India Merit	NRI
Marine Eng. (Residential Programme)	₹1,49,430	₹1,98,650	₹ 1,98,650 + *US\$ 5,000	₹12,845		₹1,98,650 + *US\$ 5,000

\*Non Refundable deposit for B.Tech Marine Engineering NRI students - ₹3,66,090/- (US \$5000)

Candidates need to pay the additional fees of PTA/Department Development Fund (if applicable), Matriculation fee (if applicable) etc directly at the Department/School as per the instructions received from the concerned Department/School.

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