ALLOTMENT/ADMISION INSTRUCTIONS TO THE VARIOUS MTECH PROGRAMMES OF CUSAT 2022-2023

Based on the eligibility and the availability of seats in various M.Tech programmes, candidates will be allotted to the courses opted by them.

Candidates who get allotment for a programme shall upload the required certificates, pay the applicable fees by way of online payment on or before the stipulated date for payment of fees. The facility for fee payment will become available only after uploading necessary documents/Certificates.

If the candidate fails to pay the fee, the allotment will be cancelled without any intimation and he/she will not be considered for the subsequent allotments in the allotted courses, but he/she will be considered for subsequent allotment for other courses he/she applied. If a candidate gets multiple allotments, and when he/she pays fee for a particular allotment, all other allotments he/she got will automatically be cancelled retaining his options for other M.Tech programmes and they will be considered for subsequent allotments for the remaining options, if any.

During the period of online allotment candidates need not come to the University. (Admission will be provisional and is subject to physical verification of originals of all certificates/documents by the concerned department/school before the commencement of classes/before a specified date, that will be published later). Directions regarding commencement of classes will be given separately by the concerned Departments.
Candidates need to pay the additional fees of PTA/DDF/Recognition fee/Alumini fee (if applicable), Matriculation fee (if applicable) etc. directly at the department as per the instructions received from the department later.

Certificates to be Uploaded:

Upon receiving an allotment to M.Tech Programme, applicants shall invariably upload good quality scanned copies of originals of the following documents.

1. S.S.L.C/10th Standard Certificate & Mark List.
2. Senior Secondary School Certificate (12th Standard).
3. Final/Consolidated Mark List of the qualifying degree examination (If final year/final semester results are not yet published, such candidates shall submit all the available mark lists upto and including the semester for which the results are published in a single PDF file along with a declaration with signature affixed, stating that

   "Final/Consolidated mark list of the qualifying degree will be uploaded/produced later, but before the registration for the first semester examinations. I am aware of the fact that, the University reserves the right to cancel my candidature/remove me from the rolls if I fail to upload/produce the document to substantiate my educational qualification before the registration for the first semester examinations.")
4. Degree Certificate /Provisional Degree Certificate (If final results are not yet published,

such candidates shall submit a scanned copy of a declaration with signature affixed, stating that

"Final Degree Certificate/Provisional Certificate will be uploaded later, but before the registration for the first semester examinations. I am aware of the fact that, the University reserves the right to cancel my candidature/remove me from the rolls. If I fail to upload/produce the document to substantiate my educational qualification before the registration for the first semester examinations.")

5. Transfer Certificate from the Institution/Department last attended. (If the candidate has not received the Transfer Certificate, such candidates shall submit a scanned copy of a declaration with signature affixed, stating that

"Transfer Certificate will be uploaded later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature/ remove me from the rolls if I fail to produce the Transfer Certificate from the Institution/ Department last attended before the commencement of classes."

6. Conduct Certificate from the Institution/Department last attended. (If the candidate has not received the Conduct Certificate, such candidates shall submit a scanned copy of a declaration with signature affixed, stating that

"Conduct Certificate will be uploaded later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature/ remove me from the rolls if I fail to produce the Conduct Certificate from the Institution/ Department last attended before the commencement of classes."

7. GATE Score Card: Upload the scanned copy or the digital copy of the score card containing the score that you have furnished earlier.

II. Certificates to be uploaded as Proof for availing communal/special reservation:

1. Kerala Scheduled Caste (KSC)/ Kerala Scheduled Tribe (KST) Candidates should upload Scanned copy of a valid & original Community Certificate issued by the Tahasildar.

2. SEBC candidates i.e.Ezhava/Thiyya/Billava (ETB), Muslim (MSM), Latin Catholic or Anglo-Indian (LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dhevara (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.

3. OBH candidates eligible for fee concession as applicable to OEC candidates should also upload a scanned copy of valid & original income certificate issued by competent authority to prove their eligibility.

4. Applicants belonging to "General" category and have claimed reservation under "Economically Weaker Section- EWS" should upload scanned copy of a valid & original Certificate issued by the competent authority for the purpose of claiming EWS   reservation.

5. 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.

III. Keralite Status: Proofs accepted for Keralite Status: Candidates claiming the Keralite status should invariably upload scanned copy of the originals of any one of the following certificates:

☞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.

☞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.

☞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.

☞Relevant page of the passport of the candidate or either of parent issued by the Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between the parent and candidate.

☞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.

☞For claiming Keralite-AIS (All India Service), certificate from competent authority should be uploaded.

Note:
▪The uploaded certificates/documents will be verified by the concerned department at a later stage. Any discrepancies in the reservation claim and document uploaded to substantiate the claim may lead to disqualification. Hence, utmost care must be observed while uploading the documents/ certificates. Similarly, Failure to produce/upload relevant documents to substantiate the communal reservation/ Special reservation will disqualify your claim for admission in the respective reservation category. The candidate alone will be responsible for such incidents.

▪Regarding the commencement of classes please contact the concerned Department/School.

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