Postgraduate Programmes

ALLOTMENT / ADMISSION SCHEDULE & INSTRUCTIONS

Date	Day	Particulars
18.11.2020	Wednesday	Commencement of rearrangement of options for MSc, MFSc Programmes and option registration for MCA & MCA Lateral Entry Programmes.
19.11.2020	Thursday	Last date for rearrangement of options and option registration of MSc, MFSc Programmes and MCA & MCA Lateral Entry Programmes respectively.
20.11.2020	Friday	First Allotment to MA, MSc, MFSc, M Voc, MCA & MCA Lateral Entry programmes and commencement of online fee payment. **Payment of fee can be made only after uploading necessary Certificates.**
23.11.2020	Monday	Last date for fee payment of First allotment.
25.11.2020	Wednesday	Second Allotment to Postgraduate programmes and commencement of online fee payment.
27.11.2020	Friday	Last date for fee payment of Second allotment.

- Details of allotment/s received if any, by applicants included in the rank lists prepared for admission to various Postgraduate programmes (2020 Admission) such as MA/MSc/MCA/MCA Lateral Entry/M Voc/MFSc programmes of this University, will be made available in the respective Home/Login page of applicants as per the above schedule.

- Based on the **DEFAULT/REARRANGED/EXRECISED** options, eligibility and availability of seats in various programmes, applicants will be allotted to different programmes opted by them.

- Once an applicant receives an allotment, all lower options, if any, will be cancelled automatically. However, if the applicant has any higher options left, it will be retained for considering in subsequent allotments, if any.

- Applicants who receive an allotment shall pay the applicable fees by way of online payment for the programme allotted to them / (Chosen by them, if receives allotment in multiple programmes such as M.Sc, MCA, MA, M.Voc etc) on or before the stipulated date for payment of fees to confirm the allotment received. **Facility for fee payment will become available only after uploading necessary documents / Certificates.** Please call us on the helpline numbers +91 484 2577100 / +91 484 2577159 to sort out issues, if any, related to payments.

- The allotment and all lower options of those candidates who have not paid the fees within the stipulated period will be cancelled without any intimation. If the candidate has any higher options left, it will be retained for considering in subsequent allotments, if any.

- **During the period of online allotment applicants need not come to the University. However, they must report on the date of Joining/Physical Verification of Certificates that will be intimated by the Departments concerned. Also, candidates are directed to check the status of their allotment / latest updates in the admission website on a daily basis till the allotment process is completed.**

- **If a candidate wishes to retain his/her admission in lower option, he/she must remove the higher options by himself/herself by logging into his/her respective home/login page using the user Id and password. Otherwise he/she may be allotted to the higher options in the**

subsequent allotments, if any, and if vacancies are available in the higher options. In such cases the lower option already allotted to the candidate will be cancelled without intimation. If candidates who have received an allotment and have paid the fee are allotted to higher options in the subsequent allotment, the fee already paid by them will be adjusted in the new options allotted.

- Candidates need to pay additional fee such as PTA/Department Development Fund/Recognition fee (if applicable), Matriculation fee (if applicable) etc. directly at the department as per the instructions received from the concerned Department later.

(Admission will be provisional and is subject to physical verification of originals of all certificates/documents by Departments/Schools concerned before the commencement of offline classes / or before a specified date, that will be published later)

Certificates to be Uploaded

I. **Upon receiving an allotment, 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**

4. **Degree Certificate / Provisional Degree Certificate** (If the same is not available, 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."*

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),

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.

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. Relevant certificates if any, may also be uploaded here.

6. **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:

    a. 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.

    b. 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.

    c. 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.

    d. 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.

    e. 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.

    f. 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 Departments. Phone numbers of Departments/School are available in the Prospectus.