ALLOTMENT/ADMISSION INSTRUCTIONS TO THE VARIOUS MTECH PROGRAMMES OF CUSAT 2024-2025

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 pay the applicable fees by way of online payment on or before the stipulated date for payment of fees.

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 has applied. If a candidate gets multiple allotments, and when he/she pays fee for a particular allotment, all other allotments which he/she got will automatically be cancelled. He /She shall be considered for subsequent allotments of other M.Tech programmes he/she has applied for.

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. The date for verification of certificates will be intimated by the concerned Departments later.

Candidates need to pay the additional fees of PTA/DDF/Recognition fee/Alumni fee (if applicable), Matriculation fee (if applicable) etc. directly at the department as per the instructions received from the department later.

Certificates to be submitted for verification

I. Upon receiving an allotment to M.Tech at Programme, applicants shall produce originals of the following documents for verification by the respective departments.

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 up to and including the semester for which the results are published along with a declaration with signature affixed, stating that

“Final / Consolidated mark list of the qualifying degree will be 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 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 declaration with signature affixed, stating that

   “Final Degree Certificate / Provisional Certificate will be 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 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 declaration with signature affixed, stating that

   “Transfer Certificate will be produced 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 declaration with signature affixed, stating that

   “Conduct Certificate will be produced 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 - Proof for availing communal/special reservation**

   a. Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates should submit a valid & original Community Certificate issued by the Tahasildar.

   b. 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 submit 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 as applicable to OEC candidates should produce 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 Section - EWS” should produce 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.

III. Keralite Status: Proofs accepted for Keralite Status: Candidates claiming the Keralite status should submit 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 submitted.

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