



# **T.K. Madhava Memorial College, Nangiarkulangara**

**Alappuzha, District, Kerala. Pin-690513**

*(Affiliated to University of Kerala & accredited B grade (Second Cycle) by NAAC)*

**UG ADMISSION 2021-22**



## **PROSPECTUS**

ADMISSION TO THE FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM, AND CAREER RELATED FIRST DEGREE PROGRAMME FOR THE ACADEMIC YEAR 2021-2022

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# **PROSPECTUS FOR ADMISSION TO THE FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM, AND CAREER RELATED FIRST DEGREE PROGRAMME IN THE COLLEGE (AFFILIATED TO THE UNIVERSITY OF KERALA) FOR THE ACADEMIC YEAR 2021-22.**

## **1. INTRODUCTION**

1.1 Prospectus for admission to the First Degree Programmes [FDP] under Choice Based Credit and Semester (CBCS) system, and career related first degree programme in the College for the academic year 2021-2022, as approved by the College Council in concurrence with the prospectus released by University of Kerala, is published herewith. It contains general information and rules relating to the admission to the FDP's under CBCS system and career related first degree programme in Govt. aided affiliated Colleges of the University of Kerala.

1.2 The prospectus issued during the previous years for admission to First Degree Programmes is not valid for the year 2021-2022.

1.3 Admissions to the seats to be filled by the University to the First Degree Programmes (except those specifically mentioned) are regulated on the basis of marks obtained in the qualifying examination. The details of seats to which admissions are made, through the rank list prepared accordingly are contained in the relevant paragraphs.

1.4 Statute 19 (3) of Chapter 24 of the KUFS 1977 which states that 'no student shall be admitted to any course of instruction in the Colleges in anticipation of Affiliation', shall be strictly adhered by the College.

1.5 Statute 31 of Chapter 24 of the KUFS 1977 which states that 'Admission of students to the College shall be subject to the conditions prescribed by the University and the strength of each class or subjects shall not exceed the maximum for the class or subject sanctioned by the Syndicate' shall be strictly adhered by the Colleges.

1.6 Authority to prescribe qualification for admission to the various courses of studies.

According to Sub-Section (v) and (vi) of Section 25 of the Kerala University Act, 1974, the Academic Council shall have the power to prescribe qualifications for admission of students to the various courses of study (and to the Examinations) and the conditions under which exemptions shall be granted, and to make provision for the admission of students to the various courses of studies on the basis of merit in order to maintain the standards of education.

1.7 Agreement for Direct Payment -Relevant provisions for admission to the various courses in Aided colleges.

Article 18 of the Agreement for Direct Payment entered into between the Government and the Educational Agencies of Private Colleges stipulates that all future

admission of students to the Private affiliated colleges shall be on the following basis, viz., a) Twenty percent of the total number of seats in each college under the Educational Agency shall be reserved for students belonging to the Scheduled Castes and Scheduled Tribes. Those seats which cannot be filled on this basis shall be filled on the basis of merit from among backward minority communities, in case the college is run by a backward minority community and from among OBCs, in all other cases. b) Twenty percent of the seats shall be reserved for the candidates belonging to the community (Ezhava, Ezhavas, Thiyyas, Billava, Izhuvan, Illuvan, Ishuvan community) to which the college belongs. These seats will be filled strictly on the basis of merit from among the students of the said community. c) Forty percent of the seats will be filled by open selection on the basis of merit. d) The remaining seats will be filled by the Educational Agency by candidates of their choice, observing the prescribed eligibility condition.

## **2. GENERAL INFORMATION**

The Choice Based Credit and Semester system was introduced in the University of Kerala from the academic year 2010 onwards and all the Under Graduate courses except B.PEd & BFA are known as First Degree Programmes. From the academic year 2012-2013 onwards, the admission to the First Degree Programmes under CBCS system in the Arts and Science Colleges affiliated to the University of Kerala and Centers of the University were made on the basis of Online Centralized Allotment. The Online Allotment process will provide the candidates, opportunity of obtaining admission to the College to any programmes of his/her choice on the basis of merit. From the academic year 2020-21 onwards, University has also introduced 8 Innovative programmes in various Govt/ Aided Colleges. The admissions to these programmes are also through Centralized allotment process. Any candidate who desires to obtain admission in the College for the First Degree Programme should compulsorily register online in the Kerala University admission portal before the closure of registration, irrespective of the Category (General /SEBC/EWS/ SC/ ST/ Community Quota/ Management Quota/ Candidates from Union Territory of Lakshadweep/Jammu and Kashmir/Tamil Linguistic Minority/Inmates of Government Children's Home / Differently Abled Persons / widows /wards of Defence Personnel, killed or disabled in action or during peace time/ Sports etc.) to which he/she belongs. No Online Registration shall be permitted after the date of closure (except for SAY candidates). The allotment of the candidates to the various Programmes will be on the basis of merit strictly following the rules and regulations regarding reservation. The marks secured at Plus Two/ Higher Secondary level would be the basic criteria for admission to the First Degree Programmes. Candidates seeking admission on passing SAY examination during the current academic year will be permitted to register online once the results are published. They will be considered in subsequent allotments.

**2.1 AGE LIMIT:** The maximum age limit for admission to the UG programmes shall be as follows as on 1st June of the academic year. For General / SEBC candidates - 23 years For SC/ST candidates - 25 years.

### **3. PROGRAMMES AND SEATS**

#### **3.1 Details of the Programme and Duration:**

The Programme leads to Bachelors Degree in the relevant subject. Each Programme extends for a period of six semesters. The Programme of study shall be by regular attendance for the requisite number of lectures, practical training and other means. Students shall be admitted to the First Degree Programmes in the Faculties of Science, Arts, Social Sciences, Oriental Studies, Management Studies and Commerce. The First Degree Programmes shall include 1) Language Courses 2) Foundation Courses 3) Core Courses in the Major Subjects related to Degree Programmes 4) Complementary Courses on allied subjects 5) Open Course 6) Elective Courses and 7) Project/Dissertation.

3.2 The Vocational, Triple Main and Restructured Courses are renamed as Career-related First Degree Programmes. The Career-related programmes offered are Chemistry & Industrial Chemistry, Commerce with Computer Application

3.3 Categorization of Seats: Seats available in the College are mainly classified as Merit Seats, Community Quota Seats, Management Quota Seats and Reservation Seats. (a) Merit Seats: The seats that are filled purely on merit basis irrespective of the Category/Community to which the candidates belong, are classified as “Merit Seats.” (b) Community Quota Seats: The seats in College that are filled by the College from among the candidates who belong to Ezhava community (Ezhava, Ezhavas, Thiyyas, Billava, Izhuvan, Illuvan, Ishuvan) on the basis of the community quota rank list prepared by the University, are classified as ‘Community Quota Seats’. (c) Management Quota Seats: The seats in the College that are filled by the Management are classified as ‘Management Quota Seats’. (d) Reservation Seats: The seats in the College which are earmarked for SC/ST/ Differently Abled / Sports persons/ Transgender candidates etc. are classified as ‘Reservation Seats’.

### **4. RESERVATION OF SEATS**

Types of Reservation: Seats will be reserved for the following categories for various First Degree Programmes. A candidate can claim only one benefit at a time as per his/her choice for a particular purpose.

#### **4.1 Reservation for Nominees**

(i) Reservation for Candidates from Union Territory of Lakshadweep. An additional seat shall be created for each First Degree Programme (wherever necessary) exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up by other candidates. The Head of the Institutions should forward the list of such candidates admitted, separately, to the University immediately after the admissions. (Govt. letter No.5455/B3/2006/H.Edn. dated 15-3-2006) (U.O.No.Ac.B/1/1134/2006 dated 26-4-2006). The students should register online before obtaining admission. (ii) Concession for Wards of Kashmiri Migrants. The following relevant

concessions are applicable for wards of Kashmiri Migrants for admission to the UG courses in all Affiliated Arts & Science Colleges – U.O.No.Ac.B1/910/Adms/2012, dated 09/04/2012. \* Extension in date of admission by about 30 days. \* Relaxation in cut off percentage up to 10% subject to minimum eligibility requirement. \* Increase in intake capacity upto 5% course wise. \* Waiving of domicile requirements. \* Facilitation of migration in second and subsequent years. (iii) Reservation for candidates from Jammu and Kashmir. Two seats shall be created over and above the sanctioned strength to accommodate candidates belonging to Jammu & Kashmir for admission to UG programmes (wherever necessary) in all the affiliated colleges. (UO No. Ac B1/2292/Adms/2012 dated 01.03.2013). Such students should also register online. (iv) Reservation for Inmates of Government Children’s Home. One seat shall be created over and above the sanctioned strength for Inmates of Government Children’s Home and Establishments which functions as per Juvenile Justice Act. In the event of non applicants from the above establishments, the applications of candidates from approved Children’s Homes duly recommended by the District Social Welfare Officer shall be considered. (U.O.No. Ac B1/055682/2012 dated 30.04.2013) (v) Reservation of seats for the widows /wards of Defence Personnel, killed/disabled in action or during peace time. Additional seats over and above the sanctioned strength may be created as and when required for the widows /wards of Defence Personnel, killed or disabled in action or during peace time, in Central /State Universities /Autonomous/ Professional / Non-Professional Institutions under the purview of Ministry of Human Resource Development as per UGC policy. (Applicable to Army/Navy/Airforce only. Not applicable to paramilitary forces/CAPF/GREF/Coast Guard etc.) (vi) Reservation for Tamil Linguistic Minority (TLM): NIL.

#### 4.2 Reservation for Differently Abled Persons.

(i) 5% seats of the sanctioned strength shall be created over and above exclusively for candidates with benchmark disability (as per clause 32(1) of chapter VI, The Rights of Persons with Disabilities Act, 2016). (ii) In all other affiliated Colleges, additional seats will be created over and above sanctioned strength for candidates with benchmark disability as and when required. (iii) The persons with benchmark disabilities shall be given an upper age relaxation of five years for admission in institutions of higher education. (as per clause 32(2) of chapter VI, The Rights of Persons with Disabilities Act, 2016) University of Kerala 7 Prospectus – UG Admissions 2021 As per Clause 2 (r), Chapter I of the Rights of Persons with Disabilities Act, 2016, ‘Person with benchmark disability’ means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. Candidates who have a minimum of 40% disability alone will be eligible to apply for this quota. Candidates seeking admission under Differently Abled category should submit the ‘Certificate of disability’, issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. The Permanent Disability Card issued by the State Government is also considered. Based on the details furnished in the online application, candidates will be provisionally included under the



‘Differently Abled’ category. In case of Specific Learning Disability (SLD), even though the percentage of disability is not mentioned in the disability certificate, it should be treated as benchmark disability according to the RPWD Act 2016. Authorities of all Educational Institutions/Colleges affiliated to the University of Kerala are directed to make appropriate arrangements for medical examination of students with disabilities at the place of counseling/admission, in case, the authenticity of disability certificate being produced by the candidate is doubted. Otherwise, the disability certificate issued by the appropriate authority should suffice. (Circular No. Ac.BI/PH/2011, dated 26.02.2011). The selection of candidates under this category will be based on the rank in the inter-semester list and not on the basis of the Degree of disability. The candidates with blindness and colour blindness are not eligible to apply for the course. Visually impaired candidates (low vision and blindness) equal to or more than 40% disability is not eligible for Science subjects.

#### 4.3 Reservation for Transgender candidates.

Two seats shall be created over and above the sanctioned strength in all courses in affiliated Arts & Science Colleges exclusively for admitting Transgender students. (G.O.(Ms)No.153/2018 HEDn dated 03.07.2018). Such candidates should submit transgender identity card issued by the State Government at the time of admission. There will not be any upper age limit for Transgender candidates for admission to any of the programmes in the affiliated Arts and Science Colleges (G.O. (Ms.) No. 295/2021/HEDN dated 07/07/2021).

#### 4.4 Sports Quota

Three seats over and above the sanctioned strength shall be created in each Arts and Commerce subjects and one seat over and above the sanctioned strength, shall be created in each Science subjects for Sports candidates in First Degree Programmes. Admission to such seats shall be made by the Principal, from the Sports Quota ranklist approved by the University. If the required numbers of sportspersons are not available, the seats should be kept vacant and shall not be filled by other candidates.

Norms for Admission to the Seats Reserved under Sports Quota for UG Courses.

The following criteria will be considered for verification and ranking of sports achievement certificate as per the priority given below. 1 World championship -First 2 World championship -Second 3 World championship -Third 4 Olympics -First 5 Olympics -Second 6 Olympics -Third 7 World Championship- Participation 8 Olympics - Participation 9 Common Wealth championship - First 10 Common Wealth championship - Second 11 Common Wealth championship - Third 12 Asian Games - First 13 Asian Games - Second 14 Asian Games - Third University of Kerala 8 Prospectus – UG Admissions 2021 15 Common Wealth Championship - Participation 16 Asian Games - Participation 17 World University-First 18 World University - Second 19 World University- Third 20 SAF Games - First 21 SAF Games - Second 22 SAF Games - Third 23 World University- Participation 24 SAF Games - Participation 25 Senior National - First 26 Senior National - Second 27 Senior National - Third 28 Federation Cup - First 29 Federation Cup - Second 30 Federation Cup - Third 31 All India Inter- University - First 32 All India Inter- University - Second 33 All

India Inter- University - Third 34 Khelo India University Games - First 35 Khelo India University Games - Second 36 Khelo India University Games - Third 37 Khelo India Youth Games - First 38 Khelo India Youth Games - Second 39 Khelo India Youth Games - Third 40 Khelo India School Games - First 41 Khelo India School Games - Second 42 Khelo India School Games - Third 43 Senior National - Participation 44 Federation Cup Participation 45 Senior National Zone – First 46 Senior National Zone – Second 47 Senior National Zone – Third 48 Junior/ Youth/Sub-Junior National - First 49 Junior/ Youth/Sub-Junior National - Second 50 Junior/ Youth/Sub-Junior National - Third 51 Khelo India University Games - Participation 52 Inter- University Zone - First 53 Inter- University Zone - Second 54 Inter- University Zone - Third 55 Inter- University Zone - Fourth 56 All India Inter University/Zonal University – Participation 57 Khelo India Youth Games - Participation 58 Khelo India School Games - Participation 59 Senior National Zone – Participation 60 Junior/Youth/Sub Junior Zone National -First 61 Junior/Youth/Sub Junior Zone National - Second 62 Junior/Youth/Sub Junior Zone National -Third 63 Junior/Youth/Sub Junior National – Participation 64 Member of University team ( Non- Participation) 65 All India School Games (SGFI) - First 66 All India School Games (SGFI) - Second 67 All India School Games (SGFI) -Third 68 All India School Games (SGFI) - Participation 69 Junior/Youth/Sub Junior Zone National – Participation 70 National Interschool(Subroto/ JN Hockey ) – First 71 National Interschool(Subroto/JN Hockey ) – Second 72 National Interschool(Subroto/JN Hockey ) – Third 73 National Interschool(Subroto/JN Hockey ) – Participation 74 Senior State Championship - First 75 Senior State Championship - Second 76 Senior State Championship - Third 77 Senior State Championship – Participation University of Kerala 9 Prospectus – UG Admissions 2021 78 College Games (Kerala State Sports Council) – First 79 College Games (Kerala State Sports Council) – Second 80 College Games (Kerala State Sports Council) – Third 81 College Games (Kerala State Sports Council) – Participation 82 University Inter-collegiate – First 83 University Inter-collegiate – Second 84 University Inter-collegiate – Third 85 Kerala State School Games – First 86 Kerala State School Games – Second 87 Kerala State School Games – Third 88 Kerala State Junior/ Youth/Sub-Junior Championships - First 89 Kerala State Junior/ Youth /Sub-Junior Championships - Second 90 Kerala State Junior/ Youth /Sub-Junior Championships - Third 91 Kerala State School Games – Participation 92 Kerala State Junior/ Youth /Sub-Junior Championships – Participation 93 Kerala Senior/ Junior State School Zonal Championships - First 94 Kerala Senior/ Junior State School Zonal Championships – Second 95 Kerala Senior/ Junior State School Zonal Championships – Third 96 Kerala State School Zonal Games – Participation 97 Senior District Championship - First 98 Senior District Championship - Second 99 Senior District Championship – Third 100 Junior/ Youth/Sub Junior District Championship -First 101 Junior/ Youth/Sub Junior District Championship -Second 102 Junior/ Youth/Sub Junior District Championship -Third 103 Revenue District School Games– First 104 Revenue District School Games – Second 105 Revenue District School Games – Third 106 Poly Technic/ITI State Championship- First 107 Poly Technic/ITI State Championship -Second 108 Poly Technic/ITI State Championship -Third 109 Revenue District School Games– Participation 110 Sub District /Educational District School Games -



First 111 Sub District /Educational District School Games -Second 112 Sub District /Educational District School Games- Third

#### General Guidelines for admission under Sports

- i) The registration for Sports Quota admission shall be effected in online mode only.
- ii) The Candidates who seek admission under sports quota should apply online within the prescribed time.
- iii) The certificates of achievement shall be scanned and uploaded in the website.
- iv) The achievement certificate received before the closure of registration of UG Programmes will only be considered for ranking in sports quota admissions.
- v) For securing admission to UG programmes under Sports Quota, including re-admission, the performance of the candidate during the preceding two years/ Higher Secondary Level shall only be considered.
- vi) For filling up the seats reserved under Sports quota, hierarchy of preference shall be given as per the norms/guidelines formulated by the University in addition to satisfying his /her academic eligibility.
- vii) When the candidates fulfill minimum academic eligibility, the academic merit shall not be preferred over sports merit in sports quota reservation seats except in the case of a tie in the sports merit.
- viii) The candidates who wish to apply under sports quota should opt “Sports – Yes” during online registration. They need to select the level of achievement and upload corresponding certificate in the respective field in the website. There will be no limit in uploading the number of certificates.
- ix) After completion of the registration process, the candidates shall submit a proforma in prescribed form to the colleges where they wish to apply for sports quota admission from among the colleges they have opted while registering online. The format of proforma can be downloaded from the university website. The candidates can submit the proforma to the colleges till the date of closure of registration. Verification of sports achievement certificates will be done only for such candidates who have submitted proforma to the colleges. It may be noted that the candidates will only be included in the sports quota ranklist of those colleges where they have submitted the proforma.
- x) The colleges shall then upload the application number of such candidates through the college login within the time prescribed. The date for uploading of the application numbers of candidates who have submitted the proforma within prescribed time, through the college login, will be intimated later to the college authorities. University of Kerala 10 Prospectus – UG Admissions 2021

xi) The Principal of the college shall ensure that the application number of all the candidates who have submitted the proforma in their colleges within prescribed time, are uploaded through college login.

xii) University will then conduct centralized verification of the uploaded certificates. Provisional Rank list will be published in the website after the verification.

xiii) The admission will be effected by the Principal based on this ranked list. Verification of original certificates will be done by the Head of the Department of Physical Education of the colleges concerned. Date of admission will be intimated through press release.

xiv) The original certificate/s from the competent authority/ authorities (Secretary, Organiser etc. as per the Circular Letter No. Ad.D1.3.1276 /74 dated 23.01.1979) must be produced by the candidate to prove his/her claim.

xv) If any discrepancy is noted during the verification of original certificates, the candidate shall not be considered for admission under sports quota. In case of a tie in sports merit, the following criteria will be considered to break the tie as per the priority given below.

1. A weightage of marks may be given to the candidates who have achievements in following games selected by the University for the purpose of tie breaking only (Major games). Football, Cricket, Basketball, Volleyball, Badminton, Kabaddi, Athletics and Aquatics

2. Preference shall be given to that candidate who represents the discipline (game /sport) of the choice of the college concerned (Annexure I.A).

3. Year of achievement (Preference shall be given to achievements in year closer to the year of application)

4. Academic merit.

No Sports Quota applications will be entertained after the last date of registration. Only those candidates, who upload the supporting sports achievement certificates and submit the proforma to the colleges within the prescribed time, will be considered for admission under sports quota. The List of sports disciplines considered for UG admissions is given below.

1 Aquatics 2 Archery 3 Athletics 4 Badminton 5 Ball Badminton 6 Baseball 7 Basketball 8 Best Physique 9 Boxing 10 Canoeing and Kayaking 11 Chess 12 Cricket 13 Cross Country Races 14 Cycling Track and Road 15 Fencing 16 Football 17 Gymnastics 18 Handball 19 Hockey 20 Judo 21 Kabaddi 22 Kho-Kho 23 Netball 24 Power Lifting 25 Rollball 26 Rowing 27 Rugby 28 Softball 29 Squash 30 Table Tennis 31 Taekwondo 32 Tennis 33 Volleyball 34 Weight Lifting 35 Wrestling University of Kerala 11 Prospectus – UG Admissions 2021 36 Wushu 37 Yachting 38 Yoga • Approved Association certificate, duly countersigned by the Kerala State Sports Council will only be considered for ranking, except two zones Games (Football, Cricket, Volleyball, Badminton, Kabaddi) and Athletics & Swimming conducted by University of Kerala. • Approved Association certificates issued in the valid format only will be accepted. Important:

The seats reserved under Differently Abled, Transgender and Sports quota are created over and above the sanctioned strength. In the absence of the candidates who are eligible for these reservations, such seats will remain unfilled.

#### 4.5 Mandatory Reservation

Sl. No.	Seat reservation	% of seats (as per the norms for backward community colleges)
I	General merit quota	40
II	Scheduled caste	15
III	Scheduled Tribes	05
IV	Community Quota	20
V	Management quota	The remaining seats (20%) after filling items (I) to (IV) will be filled by the Management by candidates of its own choice adhering to all the eligibility conditions prescribed by the University

#### Mode of admission under Community Quota in Aided Colleges

1. The seats under community quota in Aided Colleges will be filled by the College from the ranklist prepared by the University and on the basis of community/caste certificate issued by the Revenue Authorities/any other Competent Authority.
2. The Community Quota registration will be effected in online mode. Candidates need not submit the application for community quota admission in colleges. The candidates may apply for Community Quota after the third allotment. They can use the same application number of their original registration and shall submit separate options for Community Quota. They shall use the “Community Quota” link provided in their profile for submitting the options. It may be noted that only those colleges, based on the community of the candidates, will be displayed for submitting options.
3. The candidates can give a maximum of 20 options. There is no preference in options. The candidates who do not submit separate options for Community Quota will not be considered for Community Quota admission.
4. Candidates can add or delete options till the time prescribed for registration.
5. From the applications submitted, the University will prepare ranklist of the eligible candidates on merit basis and the same will be published in the website.
6. The candidates in the ranklist will be notified through press release, to appear at the opted colleges for certificate verification and admission thereafter, if eligible.
7. All admissions to Community Quota (including the vacant seats of SC/ST converted in case of Aided Backward colleges with Minority status) are to be effected from the Community Quota ranklist of the colleges approved by the University.

Applicants claiming admission under Community quota in this College shall belong to the community of the Management (Ezhava) which runs the college. They will have to produce community/caste/non creamy layer certificate from the Revenue authority/ any other competent authority concerned, at the time of admission, to prove their claim.

### **Mode of admission under Management Quota**

1. The candidates seeking admission to the Management quota seats should register online in Kerala University admission portal.
2. There is no centralized allotment by University for seats ear marked under Management Quota. Candidates should contact the college to take admission and submit the printout of the online registration application form to the college
3. After closure of registration for the centralized allotment process, registration exclusively for Management quota seats will be open. The candidates seeking admission under Management Quota alone can apply till the closure of admission.
4. It may be noted that the candidates who have submitted their online application through the Management Quota link will not be considered for the allotment process. But they will be considered for centralized spot admission, if any, conducted by the University.
5. If a candidate has already registered for centralized allotment process, it is sufficient for admission under Management Quota also. There is no need of separate registration under Management Quota.

#### **4.6 General Rules for conversion of vacant seats**

If sufficient candidates are not available for filling the seats reserved for SC/ST candidates in, the same will be notified in the media three times (on three different dates) and a separate allotment for SC/ST candidates will be made by the University. However, even after this, if SC/ST seats are still vacant, same will be filled as per the following norms.

1. The vacant SC/ST seats if any, will be filled by admitting candidates belonging to Socially and Educationally Backward Communities (SEBC), strictly in accordance with the rules and guidelines for admission. The seats that still remain un-filled will go to the General Merit Quota.
2. The vacant SC/ST seats if any, in Backward Aided colleges with Minority Status will be filled by admitting candidates from the Community Quota Ranklist of the colleges, strictly in accordance with the rules and guidelines for admission.

### **5. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED**

- (i) Claims for Mandatory Reservation must be made by a candidate at the time of submission of online application. Candidates should mention their claim in the relevant columns in the

Personal and Data Sheet. They should also satisfy the eligibility conditions as per the Prospectus (Clause 6) at the time of online registration.

(ii) Candidates should produce all original documents to prove their claims made in the online application form at the time of admission before the Principal. Claims that are not mentioned at the time of submission of online application will not be entertained even if supporting evidences are produced later on. The claims for mandatory reservation once made cannot be altered by the candidate under any circumstances.

#### 5.1 Claim for reservation under Scheduled Castes (SC) / Scheduled Tribes (ST) quota.

Candidates belonging to SC/ST communities allotted against merit seats or against the seats reserved for them are exempted from payment of fee at the time of admission. Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should obtain the Caste/Community Certificate from the Village Officer/Tahsildar. (See Annexure II and Annexure III for list of SC and ST). The validity of caste certificate of SC/ST is three years. Warning: Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for penalties as per rules. The seats unavailed by the SC candidates will go to ST candidates and vice versa.

#### 5.2 Claim of OEC candidates against the un-availed seats of SC/ST candidates.

Other Eligible Community (OEC) candidates are eligible for the un-availed seats, if any, under SC/ST quota. The communities given in Annexure IV of University prospectus only are eligible for such un-availed seats, if any, under SC/ST quota (G.O.(Ms)No.14/2017/BCDD dated 02.08.2017). OEC candidates who possess 'Non Creamy Layer Certificate' obtained from the Village Officer concerned alone are eligible for such seats. Note : Converted Christians do not come under the SC/ST category. They belong to OEC category. (Ref. Annexure IV, University Prospectus)

#### 5.4 Claim for fee concession to OEC candidates.

Candidates belonging to Other Eligible Communities are exempted from payment of fee at the time of admission to First Degree Programme irrespective of annual family income as per G.O (MS) No. 36/07/SCSTDD, dated: 03.07.2007. (Communities listed in Annexure IV of University prospectus). OEC candidates will be granted the fee concession based on the Non-Creamy Layer Certificate. But those OEC candidates who do not come under Non-Creamy Layer category should produce the Community Certificate obtained from the village officer at the time of admission for availing the fee concession.

#### 5.5 Claim for fee concession to the candidates who get OEC educational assistance.

As per the G.O.(Ms) 10/2014/BCDD dated 23.05.2014, 30 communities from state OBC list are selected for OEC educational assistance subjected to a maximum of Rs. 8 Lakh annual income. (G.O (MS) No. 03/2018/BCDD) dated 09.04.2018 (Communities listed in Annexure V.A) They should provide Community and Income Certificates from the Village

Officer at the time of admission. The validity of income certificate of OEC community is one year.

## **6. RULES FOR ADMISSION – NATIVITY, ELIGIBILITY, RANKING AND WEIGHTAGE**

### 6.1 Nativity

#### 6.1.1 Candidate should be an Indian citizen.

Candidates seeking admission to First Degree Programme will be categorized as Keralite and Non-Keralite

(i) Keralite: A candidate of Kerala origin will be categorized as a Keralite. Children of All India Service Officers allotted to Kerala Cadre are deemed to be Keralites as per G.O. (Rt) No.822/08/H.Edn. dated 9-5-2008. But they will not be eligible for communal/special reservation.

(ii) Non-Keralite: A candidate who does not come under Keralite category will be categorized as Non-Keralite. Non-Keralite candidates will be eligible for admission only after all the applicants of Keralite origin are ranked and allotted. Such candidates are not eligible for Communal reservations or any kind of fee concession.

6.1.2 In order to prove that a candidate is an Indian citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce any one of the following certificates at the time of admission.

(a) In the case of candidates who have undergone schooling in Kerala, a course certificate from the head of the educational institution last attended in Kerala, certifying that the candidate has undergone his/her studies in Kerala for not less than 3 (three) years within a continuous period of 12 (twelve) years.

OR

(b) A certificate from the Village Officer/ Tahsildar to show that he/she or his/her mother/father was born in Kerala.

OR

(c) Certificate from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a continuous period of twelve years.

OR

(d) The true copy of relevant page of Secondary School Leaving Certificate showing the candidate's Place of Birth is in Kerala.

OR



(e) The true copy of the relevant page of the Secondary School Leaving Certificate showing Place of Birth in Kerala of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate.

OR

(f) The true copy of the relevant page of the Passport of the candidate, issued by the Government of India, showing Place of Birth in Kerala or of either of the parents of the candidate showing Place of Birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate.

## 6.2 Academic Eligibility

“A pass in Higher Secondary Examination/Vocational Higher Secondary Examination of the Government of Kerala or an Examination accepted by the Academic Council as equivalent thereto”.

## 6.3 Subject Combination and Mode of Ranking

### First degree programmes

Sl. No.	Name of Programme	Eligibility for admission	Calculation of index mark
1.	Economics	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	Total marks in Higher Secondary + Marks scored by the candidate for Economics
2.	English	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	Total marks for Higher Secondary/ equivalent (1200) + double the percentage of marks for General English + 10% weightage of marks scored for optional English component
3.	Mathematics	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Mathematics as one of the subjects under science group.	Total marks secured for Higher Secondary + Marks secured for Mathematics
4.	Physics	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Physics as one of the subjects	Total marks secured for Higher Secondary + Marks secured for Physics

		under science group.	
5.	Chemistry	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Chemistry as one of the subjects under science group.	Total marks secured for Higher Secondary + Marks secured for Chemistry.
6.	Chemistry & Industrial Chemistry	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Chemistry as one of the subjects.	Total marks in Higher Secondary + Marks for Chemistry.
7.	Zoology	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Biology as one of the subjects under science group.	Total marks secured for Higher Secondary + Marks secured for Biology.
8.	Commerce ( Travel & Tourism)	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto provided candidates coming from NonCommerce group should have at least 45% of the aggregate marks.	Total marks in Higher Secondary + Marks scored for Accountancy + Weightage of 15% of marks scored for Business Studies.
9.	Commerce with computer applications	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto provided candidates coming from Non-Commerce group should have at least 45% of the aggregate marks.	Total marks in Higher Secondary + Marks scored for Accountancy + Weightage of 15% of marks scored for Business Studies.

6.3.1 Relaxation of marks in the qualifying examination from the prescribed minimum for admission as per rules,if otherwise mentioned.

SC/ST- Pass minimum, SEBC- 2% & Differently Abled – 5%

#### 6.4 Assessment of Merit

Except when otherwise provided, the merit of a candidate will be assessed on the basis of the marks obtained by him/her in the qualifying examinations for admission to the particular course, subject to such criteria as may be prescribed by the University.

6.4.1 Standardization of marks for admission to First Degree Programme under CBCS system – Guidelines issued (2010-2011 onwards).

## A. Higher Secondary

1) In the case of Higher Secondary Examination from 2010 onwards, the index marks are to be calculated as follows. Total marks secured for Higher Secondary + Marks secured in the concerned subject. For e.g. If the student has secured 800 marks out of the total 1200 marks and if he has secured 150 out of 200 in mathematics, his index marks will be  $800 + 150 = 950$ . In the case of admission to B.A English, double the percentage of marks obtained for English are added to the total mark. If the student in the above example has secured 120 marks out of 200 in English, his index mark will be  $800 + 120 = 920$ .

2) In the case of Higher Secondary Examination prior to 2010, normalize the total marks obtained out of 600 to 1200 and add twice the marks obtained in the subject concerned for calculation of index mark. In the case of admission to B.A English, double the percentage of marks obtained for English are added the same to the total marks, normalized to 1200.

## B. Vocational Higher Secondary

In the case of Vocational Higher Secondary examination, exclude the marks for vocational subjects and foundation course and normalize the marks as follows:

1) In the case of VHSE (prior to 2010) the marks for English (out of 100) to be normalized to 200. Marks for Optional (3 subjects) (Total  $3 \times 100 = 300$ ) to be normalized to 400. For e.g. if a VHSE student received the following marks, English = 41, Optional 1 = 47, Optional 2 = 58, Optional 3 = 65 Total = 211. i. For English,  $(41/100) \times 200 = 82$  ii. For Optional,  $(170/300) \times 400 = 226.66$  Total out of 600 =  $82 + 226.66 = 308.66$  Total out of 1200 =  $308.66 \times 2 = 617.32$  In the case of admission to B.A English, double the percentage of marks in English and add to total i.e.,  $617.32 + 82.00 = 699.32$ . Index Marks is 699.32.

2) In the case of VHSE students from 2010 onwards, English Total = 200, Optional 1 = 200, Optional 2 = 200, Optional 3 = 200. Therefore, Grand total = 800. Normalize as follows: i. Normalize English marks to 400 Eg: If a student received 150 marks out of 200 then,  $150/200 \times 400 = 300$  ii. Normalize optional to 800 Eg: If a student received a total of 500 marks out of 600 in the 3 optionals, then,  $500/600 \times 800 = 666.66$  Therefore, total out of 1200 =  $966.66$  In the case of admission to First Degree Programme in English, since the marks are awarded out of 200, add these marks to the normalized optional marks. Index marks =  $966.66 + 150 = 1116.66$

## C. Other Boards such as CBSE and ICSE

In the case of other Boards such as CBSE and ICSE, normalize the total marks to 1200 and then add TWICE THE PERCENTAGE of marks obtained in the subject concerned.

For Example: If a student has secured 400 out of the total of 500 marks in the CBSE stream and if he has say, secured 80 marks out of 100 in mathematics, his index marks will be  $400/500 \times 1200$  plus 160 (i.e.,  $80 \times 2$ ) marks of mathematics. That is  $960 + 160 = 1120$ . In the case of admission to First Degree Programme in English, double the percentage of marks

obtained for English and adds to the normalized total marks. If the student in example above secured 70 out of 100 marks in English, then his index mark will be  $960 + 140 = 1100$

6.4.2 For subjects which are not being offered at the qualifying Examination level, the marks of related subject or subjects, a knowledge of which is essential for the study of the subject proposed to be chosen for the First Degree Programme, shall be added to the total marks for the purpose of ranking.

#### 6.5 Weightage / Deduction of Marks

In assessing merit, marks will be awarded for extracurricular activities like NCC, NSS and Student Police Cadet (SPC) of the students and also to Ex-servicemen / widows or children of Jawans and Ex-servicemen. These marks will be added to the marks obtained for the qualifying examination for preparing the rank list. The weightage of bonus marks shall be added to the marks scored by the candidate either to make him/her eligible for admission to a Programme or for ranking purposes to those who are otherwise eligible for admission. In the case of candidates who get the eligibility by this bonus marks, their ranking mark will be the sum of scored marks and the bonus marks.

##### 6.5.1 Weightage of marks for NCC / NSS / SPC certificate holders

A weightage of 15 marks will be given to NCC / NSS / SPC (Student Police Cadet) certificate holders for the purpose of ranking. The candidates who have attended NSS / NCC / SPC during the academic year of the qualifying examinations ie, plus two only will be eligible for the bonus mark.

Note:

a) In respect of candidates who want to avail bonus marks for NCC, the marks will be awarded on the basis of NCC Weightage Certificates signed by the Director and issued by the Directorate of NCC to the candidates who have secured at least 75% of attendance after having participated in its activities during the course of study immediately preceding the course for which admission is sought.

b) For awarding bonus marks to NSS participants, the basis will be NSS certificates signed by the Competent Authority.

c) For awarding bonus mark to SPC, the certificate signed by the Competent Authority shall be submitted.

d) The benefit of bonus marks for purposes of admission can be earned by the candidates only under any one category (either NSS or NCC or SPC).

##### **6.5.2 Weightage of marks for Ex-servicemen/ widows or children of Jawans and Ex-servicemen**

A weightage of 15 marks will be given to the Ex-servicemen / widows or children of Jawans and Exservicemen for admission. (U.O. No. Ac.B.3/Misc./73 dated 30-10-1974).

(Academic Council dated 28- 08-1974). (Applicable to Army/Navy/Airforce only. Not applicable to paramilitary forces/CAPF/GREF/Coast Guard etc.) To avail the weightage of bonus mark under the category 'Ex-servicemen / widows or children of Jawans and Ex-servicemen', the candidates should invariably produce an attested copy of certificate issued not earlier than six months from the last date of submission of application, from the military authorities or State/Zilla Sainik Welfare Officer to the effect that he/she is the son/daughter/widow of a Jawan / Ex-service man or an Ex-service man himself/herself.

### **6.5.3 Deduction / Loosing of marks for subsequent appearances**

Candidates will lose 10 marks from the total ranking marks for each additional appearance he/she has taken for completing the qualifying examination. 6.6 Resolving of tie In the case of tie of index marks, the following will be considered \* Marks of the subject opted \* Marks of English \* Date of Birth (older be placed higher in ranking) \* Name of the Candidate (Alphabetical order)

6.7 The Candidates who have passed qualifying exam under ISC or any other boards which have more than three electives will have to submit more than one application with different electives, in case they wish to seek admission for all the electives they have studied.

For example, if a candidate who has studied Mathematics, Physics, Chemistry and Biology as electives and wish to apply for B.Sc. Mathematics should compulsorily enter the marks of Mathematics plus the marks of any other two electives (say Physics and Chemistry) as per their choice of that stream. If this candidate wishes to apply for B.Sc. Botany or B.Sc. Zoology, he/she will have to submit separate applications with separate registration fee.

### **6.8 Joining for a UG course after Cancellation of a course**

Candidates undergoing various courses or who have registered/appeared for any of the degree examinations in regular mode are permitted to cancel registration/examination for the purpose of joining for the same course in regular mode, as a one-time provision, only under any of the exigent circumstances as detailed below.

- i. Issues in the college where he/she has pursued the course (like ragging, issues with college authorities/ other students etc)
- ii. Distance from home town.
- iii. Non availability of college hostel.
- iv. Death or serious illness of parents/supporting guardian.
- v. Illness of the candidate causing disability/serious illness of the candidate. vi. Difficulty to commute due to accident, surgery etc.
- vi. Difficulty to continue studies due to financial crises in the family. Candidates who have cancelled a course from this University or any other Universities and joining for any UG programme under the University of Kerala shall submit cancellation memo of previous course at the time of admission to the college.

### **6.9 Pursuing additional UG degree**

A student who has already successfully completed a First Degree Programme and is desirous of and academically capable of pursuing another First Degree Programme may also be admitted with the prior approval of the University according to conditions regarding course requirements specified by the University.

## **7. HOW TO APPLY**

7.1 (a) Any candidate who wishes to join First Degree Programme in the College should compulsorily register online @ <http://admissions.keralauniversity.ac.in>.

(b) The site is optimized with the latest versions of Mozilla firefox, Google Chrome etc.

(c) The candidates are advised to enable “JavaScript” before proceeding with the Registration

(d) Read the instructions carefully before proceeding with the registration.

(e) Do not press “back” button during the process of registration.

### **7.2 a. Generating Application Number and Password**

The first step of UG online registration process is generating application number and password. For this, the candidates have to click on "Click here for Registration" button available in the UG page of the website [www.admissions.keralauniversity.ac.in](http://www.admissions.keralauniversity.ac.in). After that, the candidate has to provide the minimum details like Exam Board, Register Number, Year of Passing, Name, Date of Birth, Gender, Category, Email id and Whether Differently Abled. After entering the required details, the candidate will be provided with a unique application number and password. Date of birth is the default password in the format dd/mm/yyyy This application number and password must be used for completing the registration process.

b. Login The candidate should login with the Application number and Password which they have generated through the previous step.

c. Instructions for Online Registration Candidates are advised to read the instructions carefully before registration. After reading the instructions click the "Proceed" button. Do not press “BACK” button during registration.

### **7.3 STEPS FOR THE ONLINE REGISTRATION PROCESS ( 1 TO 7 )**

#### **Step 1 : Registration Fee Payment**

The Registration Fee will be as follows: a). For General/SEBC candidates: Rs. 500/- b). For SC/ST candidates: Rs. 250/- Candidates should pay the registration fee by using the online payment facility after clicking on “Pay Online” button. Candidates shall not remit the fee in any other form like Demand Draft, Cheque, Chalan etc. After completing the payment, the candidate should continue the registration process.



Note : The online payment receipt should be kept safely as the same is to be submitted to the college at the time of admission. The Registration fee once remitted will not be refunded under any circumstances.

Step 2 : Candidate Profile Registration Candidate should enter the personal details here. Fields marked with \* are mandatory.

#### I. Personal Details

1. Name (as in the certificate of the qualifying examination).
2. Date of Birth (dd/mm/yyyy format).
3. Gender (Choose Male/Female/Transgender).
4. Keralite: Whether Keralite or not? (See university prospectus prospectus clause 6.1)
5. Nationality: Whether Indian or not?
6. Contact Mobile No: Enter Mobile Number/Whatsapp number (Whatsapp No.preferably).
7. Land Phone: Enter Land Phone Number with STD Code.
8. Email: Enter Email id.
9. Address: The candidate has to provide permanent address for communication.

#### II. Reservation Details

10. Religion : Select the Religion of the candidate.
11. Caste : Select the caste of the candidate.
- 11.a. Whether Creamy Layer : Select the Creamy layer/Non Creamy layer. If the candidate choose Non Creamy layer, he/she has to submit certificates to support the claim at the time of admission
12. Category: Based on the caste, the system will automatically populate the reservation category.
13. Allotment Category: Based on the caste and creamy layer status, the system will automatically populate the allotment category. It is to this category that the candidate will be considered for allotment.
14. OEC: It mentions to claim for OEC candidates. Based on the caste, the system will automatically populate this. The candidate has to submit certificates to support the claim at the time of admission. (Clause 5.3 and 5.4) (List of OEC is given in Annexure IV)
15. Differently Abled : It mentions to claim reservation of seats for candidates with

benchmark disabilities. If the candidate chooses YES, he/she has to submit certificates to support the claim (Clause 4.2 of University prospectus).

### III. Special Weightage

17. Special Weightage: Candidate can claim if he/she has any weightage for NCC, NSS, SPC or Exservicemen / widows or children of Jawans and Ex-servicemen. Documents should be available with candidate to support the claim. (See prospectus clause 6.5.1 and 6.5.2 of university prospectus)

### IV. Miscellaneous Details

18. Reservation for Nominees : (See prospectus clause 4.1 of University prospectus)

19. Have you registered for any UG programmes in any previous academic years and have not completed? :

If the candidate mentions 'YES', he/she has to obtain cancellation memo of the previous registration which he/she has not completed (See prospectus clause 6.8 of University Prospectus)

20. Have you represented any sports competitions? :

The candidate can select 'YES' if he/she wishes to apply under sports quota. He/she has to opt the level of achievement and also mention the sports item. After completing the profile registration, the candidate can continue registration by clicking button "Save and Continue". It directs to the page, Academic Profile Registration.

Step 3: Academic Profile Registration.

Enter mark details of the qualifying examination of the candidate.

1. Type of Examination: Regular, Part-time or Open school. 2. Board of Study: Select HSE-Kerala, VHSE-Kerala, ISC, CBSE, THSE or OTHERS. If the candidate has studied in Other Boards (Open School, +2 from other state boards etc.) he/she has to obtain Eligibility Certificate from the University of Kerala and shall submit the same to the college if he/she gets admission.

3. Stream: Stream of study like Science, Humanities, Commerce

4. Year of Passing: Select the year of passing of qualifying examination

5. Number of Appearances: The number of chances taken to complete the qualifying examination

6. Examination Register Number: The Register number of qualifying examination. (ie, +2 level)

7. Pre-knowledge of Arabic: If the candidate has pre-knowledge of Arabic in secondary or higher secondary level, click yes. This is applicable for only those who wish to take admission for BA Arabic course.

8. Mark Details: Choose appropriate Mark System. If the candidate has studied under Grade system, It is his/her responsibility to convert his/her grades into marks by following the directions from his/her board of study and produce the valid documents at the time of admission. **THE CANDIDATE HAS TO FILL THIS PAGE FROM TOP TO BOTTOM, ONE BY ONE.** The page automatically gets populated if by the candidate if he/she passed in Kerala HSE or VHSE examination in 2021. The candidate studied in any boards other than Kerala HSE or VHSE and those passed Kerala HSE or VHSE in any year other than 2021, have to fill the correct details of marks obtained and maximum marks as in the certificate. After filling the above details click "Save and Continue" button for submitting these details.

Step 4: Upload photo and Signature Photo [with 150px X 200px (WIDTH X HEIGHT), 40kb, .jpg format only]. Photo must be clear and with light background. Signature [with 150px X 60px (WIDTH X HEIGHT), 40kb, .jpg format only]. For uploading photo and signature, select the image file in the computer using "Browse" button. After uploading the photo and signature, click "Continue" button for further registration.

#### Step 5: Add and Change Options

- Selection of choices is to be done with utmost care. On each selection of programme/college options, the same be added to the list of options by invoking "Add Option" button. A student can add up to a maximum of 20 options.

- The preference numbers along with the selected options shows the priority of options. So candidate must be very careful in prioritizing their options. The steps involved in changing the preference of options are summarized below.

- a. Click on the option to be changed

- b. Suppose the candidate wants to change preference to a higher one (eg:-option with preference no.3 need to be changed to the one with preference no 2), click the row with the option to be moved, click Up arrow ( ) once so that it will be changed accordingly. By clicking the down arrow ( ), the candidate can bring the preference to a lower one. If option 5 is to be brought to 2, the up arrow has to be clicked thrice. Existing option can be deleted by clicking the ( ) button link. c. **DO NOT FORGET** to click the button 'Save & Refresh Options' to finalize changed priority options.

Step 6 : Verify the Application After adding all the options, click “Preview and Verify Completed Application” button for further registration. A thorough verification be performed before taking printout. Provision for editing is permitted in some specific fields in each section. Step 7 : Print out of completed application form Click the 'Print Completed Application' button to take the print out of the completed application form. The Registration process is completed only after taking the print out of the completed application

form. Candidates are instructed to submit their application online within the time schedule specified, through admission portal.

**Step 8 : Changing of password (Mandatory)** After successful completion of registration, candidates have to compulsorily change their password during the next login, by using the OTP received in the registered mobile number.

### 7.3.1 Mode of Registration for Sports Quota

The candidates who opt YES to the question “Have you represented any sports competitions?” in the first step of online registration process will be provided with an intermediate step after Step 5 (After Adding Options), for uploading sports achievement certificates. They have to select the level of achievement and upload scanned copy of corresponding certificate in the respective field. There will be no limit in uploading the number of certificates. Once the certificates are uploaded, registration process can be continued. It may be noted that the candidates who complete the registration for sports quota by uploading the sports achievement certificates and those who wish to apply under sports quota shall submit a proforma also to the colleges before the closure of registration.

### 7.4 Conditions for updating the information and options already given online.

A candidate can edit some of the information given at the time of registration, by entering the Home Page using his/her application number and password. Candidates are allowed 5 (five) chances for editing their profile through OTP.

a. An authorized applicant will be directed to his/her home page with a group of navigation links (My Home, Index Mark, Allotment, Edit Profile, Completed Profile, Password and Logout). In the link ‘My Home’ the applicant can view the status of the application. Click the ‘Preview & Print Completed Application’ button to view /print the application.

b. Using the link “Completed Profile” the candidate can edit some of the personal details, already given at the time of online registration.

c. Using the link ‘Academic Profile’ the candidate can change the details of Qualifying Examination except Board, Register Number, Year of passing of Qualifying Examination and the name of the subjects passed.

d. Using the link ‘My Options’ is provided for the candidate to add/delete/change the preference of the options.

e. After effecting all the changes, the latest printout be taken from ‘Completed Profile’ page. If all the 5 chances are exhausted, and if the candidate still needed correction in the profile, they can use the link “FORUM” given in the student profile. The candidates are advised to use the ‘Logout’ link at the time of exit from his/her Home Page Do not send hard copy of online registration to the University. The hard copy of the online application and the originals of all certificates should be kept by the candidate for submitting the same at the time of admission in the respective college. The candidate who fails to produce the printout of the

application form and original certificates at the time of admission shall not be considered for admission.

## **8. ONLINE CENTRALIZED ALLOTMENT PROCESS**

8.1 Trial Allotment A trial allotment will be published before the closure of registration in the profile of the candidate, to give an idea about the chances of getting admission to a Programme at a particular college, based on the options registered by the candidate. The trial allotment does not guarantee admission to the candidate.

### **8.2 First Allotment**

After the trial allotment and the period earmarked for revising options, the first allotment will be published in the website on the date to be notified. Candidates can check the details of allotment in the “Allotment” link provided in their profile. The candidates who get allotment have to remit the University fee as per the procedure mentioned in clause 8.3 of University prospectus and ensure their seat, and those who fail to remit the fee in time will not be considered for further allotments. The candidates will have to follow the notification of the University with regard to the date of admission in the college concerned.

### **8.3 Fee to be paid to the University on allotment.**

On securing allotment, the candidates have to remit the University admission fee mentioned in clause 9 of University prospectus through online mode (e-payment) only in the ‘Allotment’ page of valid applicant’s homepage in the website (<http://admissions.keralauniversity.ac.in>). A printout of the payment receipt should be taken and the same should be kept safely and be submitted to the Principal at the time of admission. The candidate without the payment receipt will not be allowed to join the college. The candidates should keep a copy of the payment receipt. It will be required for further allotments, if any.

Candidates SHALL NOT remit the fee in any other form like Demand Draft, Cheque, Chalan etc. Those candidates who do not remit the University admission fee on or before the date specified will lose their current allotment and will not be considered for further allotments.

### **8.4 Cancellation/Activation of options after the first allotment:**

Candidates who remit the fee after first allotment within the prescribed time will have the facility to cancel/activate their higher options before the second allotment during a specified period which will be notified.

8.4.1 After the first allotment, the options below the ‘allotted one’ of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate had registered 20 options in all, and if he/she is allotted to his/her 10th option, all options from 11 to 20 will be automatically removed from the option list. Options from 1 to 9 will

remain valid and will be considered for future allotments. He/she may cancel/activate any options among the remaining options as per his/her choice. But the candidate will not be permitted to register any fresh options to the existing ones.

8.4.2 Existing options registered by the candidate, available in the Home Page, can be cancelled one by one by clicking the “CANCEL” button shown against each option or all higher options can be cancelled by clicking “CANCEL ALL HIGHER OPTIONS” button, if the candidate desires so. Option once cancelled can be activated again using “ACTIVATE” button, within a specified time period.

8.4.3 If a candidate is satisfied with an allotment and does not want to be considered again for further allotment(s), he/she must cancel all the remaining higher options. A candidate retaining all or any of his/her higher options after an allotment, is bound to accept the new allotment, if any, failing which, he/she will lose the existing allotment as well as the new allotment; moreover he/she will not be considered for any further allotments.

8.4.4 The facility for cancellation/activation of options will be available during the notified period only.

#### 8.5 Second Allotment and Remittance of Fee.

The second allotment list will be published on the date to be notified. A candidate who gets an allotment at any stage will have to remit the prescribed fee for the course allotted, through the method specified in Clause 8.3 of University prospectus.

#### 8.6 Downloading Allotment memo.

After the second allotment, candidates can Login to their homepage using their application number and password for downloading the memo (Allotment memo can be downloaded only by those candidates who have remitted the University admission fee as per clause 8.3 of University prospectus). Using the link ‘Allotment’ the applicant can view his/her allotment details and can download the allotment memo which has to be produced before the Principal at the time of admission. The allotment memo will show the personal details, the college, the Programme to which the candidate is allotted and the date of reporting to the college for taking admission. It is advised to keep a copy of allotment memo with the candidate for future purpose if any. Allotment memo issued to a candidate for a particular allotment will not be issued again at a later stage under any circumstances.

#### 8.7 Post Allotment Activities

##### 8.7.1 Reporting at the College:

Allotted candidates have to report before the Principal/Head of the College/Institution concerned on the dates notified for admission, with the documents mentioned in clause 10. Candidates can take temporary or permanent admission (See clause 8.9 of University prospectus)



#### 8.7.2 Fee to be remitted in colleges at the time of admission:

Apart from the fee already remitted to the University as per Clause 9 of University prospectus, the fee applicable to the programme / institution has to be remitted to the college at the time of admission

. • The fee due to the colleges shall not be levied in advance from candidates belonging to SC/ST, OEC and also from candidates who get OEC educational assistance.

• All candidates (including SC/ST/OEC) will have to pay the “Caution Deposit” during admission as per rules

. • PTA fund shall not be compulsorily levied from SC/ST candidates.

#### 8.7.3 Verification of Documents:

The Principal/Head of the Institution shall be personally responsible for verification and satisfaction of the correctness of the records produced by the candidate at the time of admission in the College/Institution. The candidates should fulfill the eligibility criteria at the time of online registration and all relevant documents mentioned under clause 10 shall be submitted at the respective colleges during the time of admission.

#### 8.7.4 Failure to report for Admission:

Candidates who do not take admission on the prescribed date and time in the allotted college will lose their admission and they will not be considered for further allotments.

#### 8.7.5 Cancellation of Higher Options after joining a college:

Candidates who joined the college on the date specified, can either cancel their remaining options fully or partially or change the priority of their remaining options before the date specified as per the procedure specified in Clause 8.4 of University Prospectus. If not interested in any further allotments, all the higher options may be cancelled before the date specified, failing which, the options that remain valid will be considered for further allotments, if any.

#### 8.8 Supplementary / Further allotments.

Candidates who get allotment in supplementary/further allotments shall follow the instructions given in clause 8.3, 8.4, 8.6 and 8.7 of University prospectus. Details regarding the procedures of supplementary allotments will be notified later. The candidates need to remit the University admission fee only once during this process of allotment which would confirm their seat in any of the colleges as per their preference and eligibility.

#### 8.9 Temporary Admission.

Candidates can opt for temporary admission in colleges during thesecond allotment. They will be given an extended time for remitting the fee applicable to the programme / institution till the next allotment. Such candidates,

- Have to submit the original certificates and the receipt of University admission fee.
- They can choose whether to take temporary or permanent admission and the same need to be assured by the Principal. The admission, whether permanent / temporary will be given in the admit memo issued to the candidates.
- This provision is not applicable from 3rd allotment onwards and it is compulsory to take permanent admission in the college by remitting the requisite fee.
- If the candidate is satisfied with any of the allotments, he/she can take permanent admission by remitting the requisite fee.

## 9. FEE TO BE REMITTED FOR ADMISSION

Any candidate who get allotment / admission shall compulsorily remit the below mentioned fee structure for taking admission in the college. Note : Candidates who passed the qualifying examination from Other Boards (Boards other than Kerala HSE, Kerala VHSE, AISSCE/CBSE, ISCE) are exempted to pay the fee for Eligibility. Such students should obtain Eligibility certificate from the University of Kerala before registration and shall submit the same to the college if he/she gets admission.

### FEE STRUCTURE FOR GENERAL/SEBC/SC/ST candidates

Sl. No.	Particulars of Fee to be remitted	Remitted to	Amount (Rs.)	
			Gen/SEBC	SC/ST
1.	Registration	University	500	300
2.	Allotment fee	University	1850	930
3.	College Application form	College	*	*
4.	Tuition Fee	College	*	NIL
5.	PTA	College	*	NIL
6.	Other (Calendar, caution deposit etc.)	College	*	NIL
<ul style="list-style-type: none"> <li>• Contact College office (Subject to concession on producing relevant certificates)</li> </ul>				

The University fee once remitted will not be refunded under any circumstances. The candidates need to remit the University fee only once for admission. It is advised to keep a copy of payment receipt of registration fee and University admission fee with the candidate for future purpose if any. The payment receipt will not be issued again, after the closure of admission website, under any circumstances.

9.1 The students who are eligible for scholarship under SC/ST/SEBC/ Fishermen should submit their scholarship form for the academic year, immediately after obtaining admission.

9.2 Remittance of University admission fee for candidates who get admission other than through allotments (management quota, community quota, sports quota, Lakshadweep quota, admission through special order etc.) shall also be done in online mode. The candidates shall approach the Principal of the college for enabling the payment link in candidate profile.

## **10. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION**

All candidates who take admission in a college shall submit the following documents before the Principal/Head of the College/Institution concerned. No additional time will be granted to the candidates for submitting the documents at the time of admission.

- a. Print out of completed online application.
- b. The original fee receipt / transaction slip towards Registration fee.
- c. The original fee receipt / transaction slip towards University Admission Fee.
- d. Allotment Memo (Latest) in case of candidates who get admission through centralized allotment/spot allotment OR Letter duly signed by the Registrar in case of candidates who get admission through special order.
- e. Original mark list/certificate of the qualifying examination.
- f. Certificate to prove date of birth.
- g. TC from the Institution last attended.
- h. Course & Conduct Certificate.
- i. Migration Certificate from the Board/University last studied.
- j. Course Cancellation memo from the University last attended (if applicable)
- k. Certificates from the village officer namely “The applicant belonging to Anthyodaya Anna Yojana (AAY) and Priority House Hold (PHH) category” or “The income or assets certificate for Economically Weaker Sections (EWSs) in General Category” for candidates under EWS category.
- l. Caste/Community Certificate for candidates under Scheduled Castes/ Scheduled Tribes quota.
- m. Non Creamy Layer Certificate in the case of SEBC candidates.
- n. Non Creamy Layer Certificate in the case of OEC candidates claiming vacant SC/ST seats.
- o. Non Creamy Layer Certificate/Community Certificate in the case of OEC candidates claiming fee concession.

p. Community Certificate and Income Certificate in the case of candidates eligible for OEC educational assistance (Annexure V.A)

q. Original certificates to prove the claim for grace marks/weightage if any.

r. Eligibility Certificate from the University of Kerala in case of candidates who have passed qualifying examination other than HSE/ VHSE conducted by Government of Kerala or the examination conducted by CBSE (AISSCE) and ISCE.

s. Transgender identity card issued by the State Government if applicable.

t. Undertaking from the students as per the provisions of anti-ragging verdict by the Hon'ble Supreme Court of India.

u. Any other relevant certificate for any claim made in the application.

## **SPECIAL INSTRUCTIONS**

### **1. Failure to report for Admission:**

Candidates who do not take admission on the prescribed date will lose their allotment. They will not be considered for any further regular allotments under any circumstance.

2. Candidates have the freedom to change their password; however, they should take note of the password and application number carefully for future login.

3. Applications of candidates who do not register their personal and academic data online and who do not give their options online within the time schedule will not be considered for allotment. No opportunity will be given to incorporate any details after the last date of submission of application. Late or defective application will not be considered under any circumstances.

4. Any kind of false information will lead to cancellation of admission.

5. Any Boards, where the grades are awarded instead of marks, the candidates should enter the corresponding marks, while entering the academic data.

6. No rounding of marks / percentage to the nearest whole number will be permitted.

7. The University will not entertain any request for change of the dates of Online Centralized Allotment.

8. Any other item not specifically covered in this prospectus will be decided by the University and that decision shall be final.

9. Preventive measure against ragging:

If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she had indulged in ragging, either he/she will not be admitted or shall be expelled from the educational institution.

Disputes pertaining to allotment/ admission if any, shall bound with University of Kerala and fall within the jurisdiction of the Hon'ble High Court of Kerala.

**PRINCIPAL**

**TKMM COLLEGE, NAGIARKULANGARA**

Click the following links for viewing the details

[PROGRAMME WISE SANCTIONED STRENGTH OF STUDENTS](#)

[SEAT MATRIX](#)

**Undertaking from the students as per the provisions of anti-ragging verdict  
by the Hon'ble Supreme Court of India**

I, Mr./Ms. ...., Roll  
No..... Program: ..... student of  
..... do  
hereby undertake on this day ..... Month ..... year  
..... the following with respect to above subject and Office Order No:  
.....

- 1) That I have read and understood the directives of the Hon'ble Supreme Court of India on antiragging and the measures proposed to be taken in the above references.
- 2) That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- 3) That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.

4) That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and Institute authorities for the purpose from time to time.

Signature of Student.....

I hereby fully endorse the undertaking made by my child/ward.

Signature of Mother/Father/ Guardian.....

Witness: .....