



9th MAY, 2018.

INSTRUCTIONS TO CANDIDATES

Admission to the Management Programmes 2018

The counselling and admission to the Management Programmes are scheduled as given below:

Venue: Seminar Complex, near administrative building CUSAT, Kalamasserry, Kochi – 682 022

Reporting Time for Counselling and Admission:

SI No.	Rank Nos.	Date & Time
1	1. 1 to 150 (All Category)	14 th May 2018 – 9.30 a.m to 10.00am
	2. All Candidates belonging to ST Category in the rank list.	
	3. All Candidates with EXP (Experienced) status in the rank list.	
2	151 to 400 (All Category)	17 th May 2018 – 9.30 a.m to 10.00am
3	401 to 666 (All Category)	21 st May 2018 – 9.30 a.m to 10.00am

Note: *After the counseling for the day is over, the next day, the vacancy position/status will be updated in the website.*

Please check the rank list in the web site for knowing your rank and reporting time for counseling. Candidates in person should report accompanied by a parent for counselling on the date and time specified above. Attendance of candidates reporting for counseling will be taken on the dates at the time of reporting specified.

Late arrival will not be permitted. If a candidate fails to report on time (9.30 a.m to 10.00am), he/she will lose the claim for admission and the seat will be filled up by the next available candidate from the Rank list. No request for change of date and time of counseling shall be entertained. Please come prepared to pay the complete fees as indicated below for admission, as failure to remit the fees in time will result in allotting of the seat to the next available candidate during counseling.

Candidates should produce the following certificates/documents in original at the time of counselling:

1. CMAT/CAT/KMAT Score Card in original and Admit Card.
2. Degree Certificate/Provisional Certificate, if results already published. Candidates awaiting results of any **supplementary** examinations **are not** eligible for admission.

(Please note that the candidate should not have any arrear at the time of counselling.)

3. Candidates who have obtained their qualifying degree through distance education/off campus mode should produce the documentary evidence for the approval of the Degree by Distance Education Council of India.
4. Transfer Certificate and Conduct Certificate from the institution last studied.
5. 10th Standard Certificate/Mark list
6. Mark lists of all years/semesters of the Qualifying Degree Examination
7. Migration Certificate in respect of candidates who have studied last in Institutions outside the state of Kerala (can be submitted later also)
8. Conversion table obtained from the institution, in the case of candidates who have grade points instead of marks.
9. Income Certificate (issued within one year as per the latest govt. order) & Community Certificate from the Village Officer (within three years as per the latest Govt. order), in the case of candidates from Backward Communities who are claiming reservation. **In case of SEBC candidates claiming seat reservation, should produce the Non Creamy Layer Certificate issued by revenue officer not below the rank of a Village Officer.**
10. Valid document(s) to prove Keralite status, if applicable.
11. Community Certificate issued by Tahsildar in the case of SC/ST Candidates.
12. **Candidates belonging to states other than Kerala are not eligible for community quota reservation.**
13. Candidates seeking admission under physically handicapped (PHC) category should invariably produce the **Physically Handicapped Certificate** issued within one year as on the date of counseling from the **District Medical Board of the State** to which the candidate belongs.
14. Candidates seeking admission under sports quota should bring all original certificates of their achievements in the respective sports events and the **sports eligibility certificate issued by Kerala State Sports Council.**
15. Certificate to the effect that the candidate has **3 or more years of supervisory/executive experience (after taking the Degree) and a No Objection Certificate from the employer** in the case of candidates seeking admission for MBA (Part Time) course under **“Experienced Category”**.
16. Candidates with certificates (Qualifying examination) not in English transcript should invariably produce a translated version of the same in English endorsed by Notary Public

17. Two sets of copies of all original certificates / documents mentioned above [self attested]

18. Two passport size Photographs of the candidate

The candidates offered admission during counselling should remit the first semester fees in full including examination fees (Cash Payment only) as detailed below on the spot, and get admitted, failure to do so will result in the seat passing to the next available candidate from the rank list. No part payment or postponement of date of payment of fees will be accepted.

Fee details (Approx). (Cash Payment Only)

Programme	General & Reservations other than SC/ST/OEC	SC/ST	OEC
MBA (Full Time)	Rs.37,000 /-	Rs. 5000/-	Rs.5000/-
MBA (Part Time)			
Experienced	Rs.35,000/-	Rs. 5000/-	Rs.5000/-
Non-experienced	Rs.28,000/-		

Note: Claims/Requests for benefits under any reservations (Community quota Reservation/Special Reservation, etc.) other than what is indicated by the candidate in the CAT 2018 application, will not be considered for counseling/admission.

A candidate will be considered as a “Keralite” for the limited purpose of eligibility for admission, if

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

He/She has been a resident of Kerala for a period of 5 years within a period of 12 years **OR**

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

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

Candidates claiming the Keralite status should invariably produce at the time of counselling/admission, any one of the following certificates.

The certificate of Birth / Residence of the candidate or his/her father or mother from the Village Officer / Tahsildar or from a competent authority of local body,

OR

The “Certificate showing school studies in Kerala from Standards VIII to XI” from the Head of School where the candidate completed his / her study in Standard XII,

OR

True copy of the 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,

OR

True copy of the 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,

OR

True copy of 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 of whose birth certificate is being produced

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

All Certificates/Documents submitted by admitted candidates will be kept under the custody of the University till the completion of Qualification Certificate verification and will not be returned to the candidate except in the case of cancellation of admission. **The candidates are therefore advised to keep at least 10 attested (by a Gazetted Officer) and 10 unattested copies of the marklists and certificates before reporting for counselling.**

Parent/Guardian has to compulsorily accompany all candidates except those under experienced category in MBA (Part Time) Course.

DIRECTOR, IRAA