

## **ALLOTMENT INSTRUCTIONS TO THE B.TECH LATERAL ENTRY PROGRAMMES OF CUSAT FOR THE ACADEMIC YEAR 2023-24**

Allotment to various branches of **B.Tech Lateral Entry** programme are based on the rank list and the options registered by the candidates. Candidates who have got allotment shall pay the fees applicable for the programme allotted to them by way of online payments on or before the stipulated last date for payment of fees.

- **If a candidate fails to pay fees before the stipulated last date of payment of an allotment, all options of that candidate will be cancelled and he/she will not be considered for subsequent allotments. However, he/she can participate in the spot admission, if any.**

The higher options of the candidates who have paid the fees within the stipulated time will stay and all their lower options will be cancelled. For example, if a candidate got allotment to his/her third option and paid the fee, his/her first and second options alone will be considered in subsequent allotments. If a candidate wishes to remain in the option already allotted to him/her, he/she has to cancel all the higher options registered by himself/herself by login into their respective home/login page. This facility will be available till the last date of payment of fees. Otherwise, he/she may be allotted to the higher options registered by them in the subsequent allotments, if any, in case vacancies are available in the higher options. The lower options registered by the candidate who have received allotment will be cancelled without intimation.

If the candidates, who have paid the fees, are allotted higher options in the subsequent allotment, the fees already paid by them will be adjusted in the fee of the new options allotted. Waiting list of candidates will be updated in the home page of candidates after every allotment. Hence candidates are directed to check the status of the allotment granted to them on a daily basis till the final allotment is completed. No individual intimation will be given in this regard in any other mode. The schedule of allotment, fee payment, admission/counselling etc will be published from time to time in the website <https://admissions.cusat.ac.in/>

### **HOW TO MAKE ONLINE FEE PAYMENT**

For making online payment of fees the candidates who got allotment should follow the instructions given below:

1. Login to your home/login page using your Username (email id) and Password in the university website <https://admissions.cusat.ac.in/>
2. The details of the allotments received will be displayed with a button to confirm allotment.
3. Upon clicking the 'Confirm Allotment' button, you will be directed to the fee payment page. You can make payment through Credit card or ATM/Debit Card or through Net Banking. It may be noted that payment through some Debit Cards has a monetary ceiling and, in such cases, opt for Net banking.
4. **Refer CAT 2023 Prospectus for the fee structure.**
5. **Candidates are advised to check the payment status as successful after the payment in their profile. After successful payment, the allotment status will show as "Provisionally Admitted" to the programme allotted. In case if there are any issues contact or inform our help desk before the last date of payment.**

Candidates need to pay the additional fees of PTA/Department Development Fund (if applicable), CUSAT Alumni fee (if applicable), Matriculation fee (if applicable) etc directly, later at the Department/School as per the instructions received from the concerned Department/School.

## **CERTIFICATES TO BE PRODUCED DURING CERTIFICATE VERIFICATION**

### **I. The applicants to various programmes of the University shall invariably produce the following documents in original at the time of verification.**

1. S.S.L.C / 10th Standard Certificate & Mark List
2. Diploma Certificate & Mark List
3. Transfer Certificate from the Institution last attended
4. Conduct Certificate from the Institution last attended
5. Proof for communal reservation
6. Proof for Special Reservation, if any (EWS etc)
7. Proof for Keralite Status
8. Self-declaration stating Nationality

#### **Mark list of the qualifying examination(Diploma)**

If the same is not available, such candidates shall submit a declaration with signature affixed, stating that “Mark list of the qualifying examination will be produced later, but before registration for the first semester examinations. I am aware of the fact that, 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 first semester examinations.”

#### **Self-Declaration stating “Nationality”**

All candidates receiving allotments to Academic Programmes of CUSAT in seats other than those specifically marked/set aside for “International / Foreign National Candidates” shall submit a self-declaration stating their “Nationality”, i.e all candidates who receive allotments to “General (All India Merit/State Merit / All India Quota)”, “OBC/SEBC”, KSC, KST, NRI, EWS (Economically Weaker Section,) Sports Quota, Differently Abled, Transgender, Child Quota etc Must compulsorily submit the above-mentioned declaration. (Please see Annexure I for format).

#### **Transfer Certificate from the Institution/Department last attended.**

If the candidate has not received the Transfer Certificate, such candidates shall submit a 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.”

#### **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.

### **II. Certificates to be submitted as proof for availing communal reservation:**

- a. Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates should submit a valid & original Community Certificate issued by the Tahsildar.
- b. SEBC candidates, i.e. candidates belongs to Ezhava /Thiyya/Billava (ETB), Muslim(MSM), Latin Catholic or Anglo-Indian(LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevera (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 applicable to OEC candidates should submit 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 Sections - EWS” should submit 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. Relevant certificates, if any, may be submitted.

**III. Keralite Status:** A candidate will be considered as ‘Keralite’ for the limited purpose of admission procedure, 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. 822/08/H. Edn. dated 29/05/2008). But they will not be eligible for Communal/Special Reservations applicable to “Keralites”.

**Certificates to be submitted as proof for claiming Keralite Status:**

Candidates claiming the Keralite status should invariably 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 uploaded.

**Note:**

1. *If a candidate fails to submit the required certificates before the stipulated time, his claim for admission to the programme under the category claimed by him will be forfeited. The sole responsibility for such incidents will rest with the candidate only.*
2. *Admission will be provisional and is subject to Biometric Verification of the admitted candidates, the date of which will be published later.*

Note:

- Any discrepancies in the reservation claim and document submitted to substantiate the claim may lead to disqualification. Hence, utmost care must be observed while submitting the documents/certificates. Similarly, failure to produce 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.
- Candidates are directed to check the status of the allotment on a daily basis till the allotment process is completed.
- Regarding the commencement of classes please contact the concerned Departments. Phone numbers of Departments/School are available in the Prospectus 2023.

## **Annexures**

### **Annexure I – Declaration to be submitted by Candidate stating Nationality**

#### **DECLARATION**

I am a citizen of ..... (name of Country) and my register number for CUSAT CAT 2023 is ..... . I am aware of the fact that, the University (CUSAT) reserves the right to cancel my candidature / remove me from the rolls, if, at a later stage it is found that I am not eligible to be allotted/admitted to the seat to which I am allotted/admitted to.

Place :

Date :

Signature of the Candidate

Signature of the Parent / Guardian