



## **CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES**

**(Established by Government of Kerala)**

**GANDHINAGAR KOTTAYAM**

**0481 2595478**

**Email: [info@cpas.ac.in](mailto:info@cpas.ac.in)**

### **Institutions**

- 1. SCHOOL OF MEDICAL EDUCATION (SME)**
- 2. SCHOOL OF TECHNOLOGY AND APPLIED SCIENCES (STAS)**
- 3. INSTITUTE OF COMMUNICATION AND JOURNALISM (ICJ)**
- 4. UNIVERSITY COLLEGE OF ENGINEERING (UCE)**
- 5. COLLEGES OF TEACHER EDUCATION (CTE)**
- 6. INSTITUTE OF LIBRARY AND INFORMATION SCIENCE (ILIS)**

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# **CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES**

**(Established by Government of Kerala)**

## **SCHOOL OF MEDICAL EDUCATION (SME)**

**ADMISSION PROSPECTUS 2024-25**

**Main Center: SME, Gandhinagar, Kottayam – 686008**

**Phone: 9447967150**

**Mobile: 9447967154**

e-mail: [admission@cpas.ac.in](mailto:admission@cpas.ac.in), [smeadmission2024@gmail.com](mailto:smeadmission2024@gmail.com)

- Regional Centers:**
- 1. Puthuppally**
  - 2. Cheruvandoor.**
  - 3. Manimalakkunnu.**
  - 4. Nedumkandam.**
  - 5. Pala.**
  - 6. Pathanamthitta**
  - 7. Angamaly**
  - 8. Kottarakara**
  - 9. Kanjirappally**
  - 10. Seethathode**

**(Centralized admission to all courses and centers at SME, Gandhinagar)**

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## ADMISSION 2024-25

**Name of Course:**B.Sc. Nursing

**Duration:** 4 years

**Eligibility:** Plus two with 50% marks in Biology,Physics,Chemistry&English put together/ In accordance with recent Government orders

**Selection:**Allotment for 50% of seats will be made by the government.

Admission to 50% will be from the rank list prepared by the CPAS based on the marks of the qualifying Exam.( Subject to the Government orders)

SI No	Centre	No of seats	Government Allotment	CPAS Allotment
1	Gandhinagar	50	25	25
2	Puthuppally	50	25	25
3	Pala	50	25	25
4	Pathanamthitta	50	25	25
5	Manimalakunnu, Koothattukulam	40	20	20
6	Nedumkandam	60	30	30
7	Kottarakkara	40	40	00
8	Kanjirappally	40	40	00
9	Seethathode	30	30	00

### 1. Details of Tuition fee and Special fee for B.Sc Nursing fixed by the Govt.\*

Sl. No.	Particulars	CPAS/Govt. seat fee (Rupees)				NRI fees (Rupees)			
		I Year	II Year	III Year	IV Year	I Year	II Year	III Year	IV Year
		Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
1	Admission fee	1000	0	0	0	1000	0	0	0
2	Caution deposit (Refundable)	10,000	0	0	0	10,000	0	0	0
3	Clinical Affiliation Fee	2000	2000	2000	2000	2000	2000	2000	2000
4	Consumables/ Stationary	3000	3000	3000	3000	3000	3000	3000	3000
5	Fee for ID Card	300	300	300	300	300	300	300	300
6	Lab and Library Fee	2000	2000	2000	2000	2000	2000	2000	2000
7	Medical Check Up & Vaccination	2000	2000	2000	2000	2000	2000	2000	2000
8	Recreation and Sports Fee	3000	3000	3000	3000	3000	3000	3000	3000
9	Transportation	7000	7000	7000	7000	7000	7000	7000	7000
	<b>Total Special Fee</b>	<b>30300</b>	<b>19300</b>	<b>19300</b>	<b>19300</b>	<b>30300</b>	<b>19300</b>	<b>19300</b>	<b>19300</b>
10	<b>Tuition Fee</b>	<b>83025</b>	<b>83025</b>	<b>83025</b>	<b>83025</b>	<b>95000</b>	<b>95000</b>	<b>95000</b>	<b>95000</b>
13	<b>Grand Total</b>	<b>113325</b>	<b>102325</b>	<b>102325</b>	<b>102325</b>	<b>124850</b>	<b>112850</b>	<b>112850</b>	<b>112850</b>

\*Pre-revised rate of fees. May be revised as per the decision of the Government/CPAS rules.

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year	III Year	IV Year
1	Admission fee	1,000	Nil	Nil	Nil
2	Caution deposit (refundable)	10,000	Nil	Nil	Nil
<b>Grand total</b>		<b>11,000/-</b>	Nil	Nil	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

**How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
III,V,VII	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fees
II,IV,VI,VIII	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course:** B.Sc. MLT (Medical Laboratory Technology)

**Duration:** 4 years

**Eligibility:** Plus two with 50% marks in Biology, Physics, Chemistry & English put together

**Selection :** Allotment for 50% seats will be made by the Government.

Admission to 50% will be from the rank list prepared by the CPAS based on the marks of the qualifying Exam.

Sl No	Centre	No of seats	Government Allotment	CPAS Allotment
1	Gandhinagar	30	15	15
2	Puthuppally	30	15	15
3	Manimalakunnu, Koothattukulam	30	15	15
4	Angamaly	40	20	20

**Details of Tuition fee and Special fee for B.Sc. MLT fixed by the Govt.\***

Sl No	Description	CPAS/Govt Seat Fee in INR				NRI Seat fee in USD			
		I year	II year	III year	IV year	I year	II year	III year	IV year
1	Admission Fee	2000				\$50			
2	Caution Deposit Fee	10,000	0	0	0	\$ 150			
3	Clinical Posting Fee **	0	3100	3100	3100	0	\$145	\$145	\$210
4	College Union Fund	400	0	0	0	\$ 6			
5	Laboratory Fee	4050	3,600	3,600	3,600	\$ 110	\$ 110	\$ 110	\$ 110
6	Library Fee	3500	3500	3500	3500	\$ 110	\$ 110	\$ 110	\$ 110
7	Miscellaneous	3500	1,800	1800	1800	\$71	\$71	\$71	\$71
8	Registration, Certificate verification fee and fee for ID Card	630				\$12			
9	University Sports Fee	210				\$3			
10	Stationary Fee	3500	2500	2500	2500	\$50	\$50	\$50	\$50
11	University Union Fund	210							
	<b>Total Special Fee</b>	<b>27000</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>\$565</b>	<b>\$475</b>	<b>\$475</b>	<b>\$475</b>
	<b>Tuition Fee</b>	<b>93000</b>	<b>93000</b>	<b>93000</b>	<b>93000</b>	<b>\$2000</b>	<b>\$2000</b>	<b>\$2000</b>	<b>\$2000</b>
	<b>Grand Total</b>	<b>1,20,000</b>	<b>1,07,500</b>	<b>1,07,500</b>	<b>1,07,500</b>	<b>\$2,565</b>	<b>\$2,475</b>	<b>\$2,475</b>	<b>\$2,475</b>

\*Pre-revised rate of fees. May be revised as per the decision of the Government/CPAS rules.

**\*\*\* Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year	III Year	IV Year
1	Admission fee	2,000	Nil	Nil	Nil
2	Caution deposit (refundable)	10,000	Nil	Nil	Nil
<b>Grand total</b>		<b>12,000/-</b>	Nil	Nil	Nil

\*\*\*The Fee has to be sanctioned from E Grantz

\*Fee will be subject to change based on the changes made by the CPAS/Govt.

\*\*Transportation charges are at actual rates.

Fees applicable various courses will be the rates as fixed by the Government.

Examination fee shall be remitted by each student to the university at the time of respective examinations.

▲ **Fee once remitted shall not be refunded under any circumstances.**

However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.

▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

**How to remit the fees**

All fee payment should be through online method for which a link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.

**SCHEDULE OF REMITTANCE**

Fee for the first semester/half year of all the courses are to be remitted at the time of admission.

SEMESTER	DUE DATE	AMOUNT
III,V,VII	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fees
II,IV,VI,VIII	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without a fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course: BPT (Physiotherapy)****Duration:** 4 years + 6 months internship**Eligibility:** Plus two with 50% marks in Biology separately & 50% marks in Physics, Chemistry & Biology put together.**Selection :** Allotment for 50% seats will be made by the Govt.

Admission to 50% will be from the rank list prepared by the CPAS based on the marks of the qualifying Exam.

SI No	Centre	No of seats	Government Allotment	CPAS Allotment
1	Gandhinagar	40	20	20
2	Angamaly	40	20	20
3	Manimalakkunnu			

**Details of Tuition fee and Special fee for BPT fixed by the Govt.\***

SI No	Description	CPAS/Govt Seat Fee in INR				NRI Seat fee in USD			
		I year	II year	III year	IV year	I year	II year	III year	IV year
1	Admission Fee	2000				\$50			
2	Caution Deposit Fee	10,000	0	0	0	\$150			
3	Clinical Posting Fee **	0	10,000	12,600	13,700	0	\$213	\$310	\$310
4	College Union Fund	400	0	0	0	\$6			
5	Esst.&Stationary Fee	4500	4500	4500	5500	\$100	\$100	\$109	\$109
6	Laboratory Fee	3,650	3400	4000	3900	\$80	\$75	\$95	\$95
7	Library Fee	3600	3000	4000	4000	\$110	\$140	\$140	\$140
8	Miscellaneous	2,500	2,500	3,300	3,300	\$75	\$100	\$79	\$79
9	Registration, Certificate verification fee and fee for ID Card	630				\$12			
10	University Sports Fee	210				\$3			
11	Transportation Charges for Clinical Postings	0	0	0	0	0	0	0	0
12	University Union Fund	210				\$3			
	<b>Total Special Fee</b>	<b>27,700</b>	<b>23400</b>	<b>28400</b>	<b>30,400</b>	<b>\$645</b>	<b>\$628</b>	<b>\$733</b>	<b>\$733</b>
	<b>Tuition Fee</b>	<b>79,750</b>	<b>79,750</b>	<b>79,750</b>	<b>79,750</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>
	<b>Grand Total</b>	<b>107,450</b>	<b>103,150</b>	<b>108,150</b>	<b>110,150</b>	<b>\$2,145</b>	<b>\$2,128</b>	<b>\$2,233</b>	<b>\$2,233</b>

\*Pre-revised rate of fees. May be revised as per the decision of the Government/CPAS rules.

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year	III Year	IV Year
1	Admission fee	2,000	Nil	Nil	Nil
2	Caution deposit (refundable)	10,000	Nil	Nil	Nil
<b>Grand total</b>		<b>12,000/-</b>	Nil	Nil	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

**▲ Fee once remitted shall not be refunded under any circumstances.**

However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.

**▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)**

**How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
III,V,VII	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fees
II,IV,VI,VIII	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course: B.Sc. Medical Microbiology****Duration:** 4 years**Eligibility:** Plus two with 50% marks in Physics, Chemistry & Biology put together**Selection:** Admission to 100% of seats from the rank list prepared by the CPAS based on the marks of the qualifying exam

SI No	Centre	No of seats	Government Allotment	CPAS Allotment
1	Gandhinagar	45	0	45

**Tuition fee and Special fee for BSc Medical Microbiology course conducted under KUHS**

SI No	Description	CPAS/Govt. Seat Fee in INR				NRI Seat fee in USD			
		I year	II year	III year	IV year	I year	II year	III year	IV year
1	Admission Fee	2000				\$50			
2	Amenities Fund	1000							
3	Caution Deposit Fee	10,000	0	0	0	\$ 150			
4	Clinical Posting Fee **	0	5,000	10,000	15,000	0	\$100	\$150	\$200
5	College Union Fund	400	0	0	0	\$ 6			
6	Laboratory Fee	2000	1400	1400	1400	\$100	\$50	\$50	\$50
7	Library Fee	2800	2000	2000	2000	\$ 98	\$ 80	\$80	\$80
8	Medical Inspection Fee	100				\$2			
9	Miscellaneous	1850	1000	1000	1000	\$50	\$50	\$50	\$50
10	Registration, Certificate verification fee and fee for ID Card	630				\$12			
11	UniversitySports Fee	210				\$3			
12	University Union Fund	210				\$3			
	<b>Total Special Fee</b>	<b>21,200</b>	<b>9,400</b>	<b>14,400</b>	<b>19,400</b>	<b>\$604</b>	<b>\$280</b>	<b>\$330</b>	<b>\$380</b>
	<b>Tuition Fee</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>\$1050</b>	<b>\$1050</b>	<b>\$1050</b>	<b>\$1050</b>
	<b>Grand Total</b>	<b>76,200</b>	<b>64,400</b>	<b>79,400</b>	<b>74,400</b>	<b>\$1654</b>	<b>\$1330</b>	<b>\$1380</b>	<b>\$1430</b>

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year	III Year	IV Year
1	Admission fee	2,000	Nil	Nil	Nil
2	Caution deposit (refundable)	10,000	Nil	Nil	Nil
<b>Grand total</b>		<b>12,000/-</b>	Nil	Nil	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

**How to remit the fees**

**All fee payment should be through online method for which a link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
III,V,VII	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fees
II,IV,VI,VIII	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without a fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course:**B.Pharm

**Duration:** 4 years

**Eligibility:** Plus two with 50% marks in Biology /Maths separately & 50% marks in Physics, Chemistry & Biology / Maths put together

**Selection:**Allotment for 50% seats will be made by the Govt. Admission to 50% will be from the rank list prepared by the CPAS based on Government criteria

SI No	Centre	No of seats	Government Allotment	CPAS Allotment
1	Cheruvandoor	60	30	30
2	Puthuppally	60	30	30

**Details of Tuition fee and Special Fee for B.Pharm Course fixed by the Govt.\***

Sl. No.	Description	CPAS Merit/Govt. seat fee in INR			
		I year	II year	III year	IV year
1	Admission Fee	2000	0	0	0
2	Caution Deposit Fee	10000			
3	Clinical Posting Fee **				1000
4	College Union fund	400			
5	Internet Charges	4500	4500	4500	4500
6	Laboratory Fee	2050	1500	1500	1500
7	Library Fee	2000	2000	2000	2000
8	Medical checkup, Vaccination &Health Insurance	2500	2500	2500	2500
9	Project Fees				10000
10	Registration, Certificate verification fee and fee for ID Card	630			
11	University Sports Fee	210	50	50	50
12	Stationary	5000	5000	5000	5000
13	Statutory Body Fee	10000	10000	10000	10000
14	University Union Fund	210	0	0	0
	<b>Total Special Fee</b>	<b>39,500</b>	<b>25,500</b>	<b>25,500</b>	<b>36,500</b>
	<b>Tuition Fee</b>	<b>98,000</b>	<b>98,000</b>	<b>98,000</b>	<b>98,000</b>
	<b>Grand Total</b>	<b>1,37,500</b>	<b>1,23,500</b>	<b>1,23,500</b>	<b>1,34,500</b>

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year	III Year	IV Year
1	Admission fee	2,000	Nil	Nil	Nil
2	Caution deposit (refundable)	10,000	Nil	Nil	Nil
<b>Grand total</b>		<b>12,000/-</b>	Nil	Nil	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

**How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
III,V,VII	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fees
II,IV,VI,VIII	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course:**B.Pharm – Lateral Entry

**Duration:** 3 years

**Eligibility:** D.Pharm approved by AICTE & PCI 50% marks in D.Pharm in ER91 scheme **Selection:**  
Based on the aggregate marks of D.Pharm

SI No	Centre	No of seats	Government Allotment	CPAS Allotment
1	Cheruvandoor	6 + Lapsed seats	3	3
2	Puthuppally	6 + Lapsed seats	3	3

**(for B Pharm Lateral Entry course Fee from II year onwards + special fee for first year)**

Sl. No.	Description	CPAS Merit/Govt. seat fee in INR			
		I year	II year	III year	IV year
1	Admission Fee		0	0	0
2	Caution Deposit Fee				
3	Clinical Posting Fee **				1000
4	College Union fund				
5	Internet Charges		4500	4500	4500
6	Laboratory Fee		1500	1500	1500
7	Library Fee		2000	2000	2000
8	Medical checkup, Vaccination & Health Insurance		2500	2500	2500
10	Project Fees				10000
11	Registration, Certificate verification fee and fee for ID Card				
12	University Sports Fee		50	50	50
13	Statutory Body Fees		10000	10000	10000
14	Stationary		5000	5000	5000
15	University Union Fund		0	0	0
	<b>Total Special Fee</b>		<b>39,500</b>	<b>25,500</b>	<b>36,500</b>
	<b>Tuition Fee</b>		<b>98,000</b>	<b>98,000</b>	<b>98,000</b>
	<b>Grand Total</b>		<b>1,37,500</b>	<b>1,23,500</b>	<b>1,34,500</b>

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year	III Year	IV Year
1	Admission fee	2,000	Nil	Nil	Nil
2	Caution deposit (refundable)	10,000	Nil	Nil	Nil
<b>Grand total</b>		<b>12,000/-</b>	Nil	Nil	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for Govt merit seats for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

**How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
V, V II	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fees
IV,VI,VIII	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course :** MPT (Master of Physiotherapy)

**Duration:** 2 years

**Eligibility:** Pass in the BPT course from Universities recognized by KUHS with 50% marks or equivalent

**Selection :**Based on the marks of the qualifying exam.

SI No	Centre	No of seats	Neurology	Musculoskeletal & Sports	Cardiology
1	Gandhinagar	15	3	9	3

**Tuition fee and Special Fees for MPT course conducted under KUHS**

SI No	Description	CPAS Allotment ( INR)		NRI Seat fee in USD	
		I year	II year	I year	II year
1	Admission Fee	2000		\$50	
2	Amenities Fund	1500		\$150	
3	Caution Deposit Fee	2,000	0	\$ 150	
4	Clinical Posting Fee	15,000	15,000	\$310	\$310
5	College Union Fund	400	0	\$ 6	
6	Laboratory Fee	4500	0	\$140	
7	Library Fee	4400	4400	\$ 137	\$ 65
8	Medical Inspection Fee	100		\$2	
9	Miscellaneous	6000		\$100	
10	Registration, Certificate verification fee and fee for ID Card	840		\$14	
11	UniversitySports Fee	210		\$3	
12	University Union Fund	210		\$3	
	<b>Total Special Fee</b>	<b>37,160</b>	<b>19,400</b>	<b>\$1045</b>	<b>\$375</b>
13	<b>Tuition Fee</b>	<b>86,625</b>	<b>86,625</b>	<b>\$2000</b>	<b>\$2000</b>
	<b>Grand Total</b>	<b>1,23,785</b>	<b>1,06,025</b>	<b>\$3045</b>	<b>\$2375</b>

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year
1	Admission fee	2,500	Nil
2	Caution deposit (refundable)	2,000	Nil
<b>Grand total</b>		<b>4,500/-</b>	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

**How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
III,	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fees
II,IV	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course :M Pharm****Duration:** 2 years**Eligibility:** B. Pharm Degree from recognized Universities with not less than 50% marks for all the four years of the B.Pharm Exam taken together from an institution recognized by AICTE, New Delhi and Pharmacy Council of India and KUHS**Selection:** Allotment for 50% seats will be made by the Govt. Admission to 50% will be from the rank list prepared by the CPAS based on 25% B.Pharm marks and 75% valid GPAT score.

In case of non-availability of GPAT qualified candidates, graduates without GPAT score will be considered as per KUHS norms.

SI No	Centre	No of seats	Pharmacology		Pharmaceutics	
			CEE	CPAS	CEE	CPAS
1	Cheruvandoor	15	7	8	-----	-----
2	Puthuppally	15	-----	-----	8	7

**Details of Tuition fee and Special Fee for M.Pharm Course\***

Sl. No.	Description	CPAS/Govt. Seat Fees in INR	
		1st Year	2nd Year
1	Admission Fee	2000	0
2	Caution Deposit (refundable)	2000	0
3	College Union fund	400	0
4	Lab fee	6000	0
5	Library Fee	5400	4400
6	Medical Inspection fee	100	
7	Registration Certificate Verification Fee & Fee For University ID Card	840	50
8	University Sports Fee	210	
9	University Union Fee	210	0
	<b>Total special fees</b>	<b>17,160</b>	<b>4,400</b>
10	<b>Tuition fees</b>	<b>1,00,000</b>	<b>1,00,000</b>
	<b>Grand Total</b>	<b>1,17,160</b>	<b>1,04,400</b>

**Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year
1	Admission fee	2,500	Nil
2	Caution deposit (refundable)	2,000	Nil
<b>Grand total</b>		<b>4,500/-</b>	Nil

\*\*\*The Fee has to be sanctioned from E Grantz

\*Fee will be subject to change based on the changes made by the CPAS/Govt.

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

### **How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

#### **SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

<b>SEMESTER</b>	<b>DUE DATE</b>	<b>AMOUNT</b>
<b>III,</b>	<b>5<sup>th</sup>OCTOBER</b>	<b>Special fee +Tuition Fees</b>
<b>II,IV</b>	<b>5<sup>th</sup> April</b>	<b>Tuition Fee</b>

### **Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course: Master of Hospital Administration (MHA)****Duration:** 2 years**Eligibility:** Any degree with 50% marks as per KUHS norms**Selection :** Based on the marks of the qualifying exam. 25% seats are reserved for Science graduates 25% for Arts/Commerce Graduates 50% for Professional Degree holders

SI No	Centre	No of seats	CPAS Allotment
1	Gandhinagar	25	25

**Tuition fees and Special Fees for Master of Hospital Administration (MHA) Course conducted under KUHS**

SI No	Description	CPAS Allotment ( INR)		NRI Seat fee in USD	
		I year	II year	I year	II year
1	Admission Fee	3000		\$50	
2	Amenities Fund	6000		\$150	
3	Caution Deposit Fee	2,000	0	\$ 150	
4	Clinical Posting Fee	0	10,000	\$310	\$310
5	College Union Fund	400	0	\$ 6	
6	Library Fee	8000	5000	\$ 137	\$ 65
7	Medical Inspection Fee	500		\$2	
8	Miscellaneous	8000	5000	\$100	
9	Internet Charges	5400	5670		
10	Esst.& Stationary Charges	6000	5000		
11	Registration, Certificate verification fee and fee for ID Card	950		\$14	
12	University Sports Fee	210		\$3	
13	University Union Fund	210		\$3	
	<b>Total Special Fee</b>	<b>40670</b>	<b>30670</b>	<b>\$925</b>	<b>\$375</b>
14	<b>Tuition Fee</b>	<b>115,000</b>	<b>1,15,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
	<b>Grand Total</b>	<b>155670</b>	<b>145670</b>	<b>\$2,925</b>	<b>\$2375</b>

**\*\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year
1	Admission fee	2,500	Nil
2	Caution deposit (refundable)	2,000	Nil
<b>Grand total</b>		<b>4,500/-</b>	<b>Nil</b>

**\*\*\*The Fee has to be sanctioned from E Grantz**

**Fees applicable for Govt merit seats for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

### **How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

### **SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

<b>SEMESTER</b>	<b>DUE DATE</b>	<b>AMOUNT</b>
<b>III,</b>	<b>5<sup>th</sup>OCTOBER</b>	<b>Special fee +Tuition Fees</b>
<b>II,IV</b>	<b>5<sup>th</sup> April</b>	<b>Tuition Fee</b>

### **Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course : PhD**

**Centres :CentresCheruvandoor 24 Seats, Puthuppally : 8 Seats**

**Duration:** 3 Years to maximum 5 Years (Full-time Registration) 4 Years to maximum 6 Years(Part Time Registration)

**Eligibility:** Candidates seeking registration to the PhD Programme, whether full-time or part-time, shall hold a Master's Degree/ Post Graduate Degree (or accepted as equivalent to it and declared eligible for doing PhD, by Kerala University of Health Sciences) in the concerned or allied/ cognate subject with minimum 50% marks and declared a pass. If the candidate is qualified with a pass and marks scored by the candidate in the qualifying examination are not specified, it will be presumed as 50%marks. The faculty-wise list, of such eligible qualifying Degrees/other qualifications, is given in the schedule. The candidate also has to qualify the entrance examination for a PhD, if not duly exempted.

**For further details please refer regulations for the degree of Doctor of Philosophy (PhD) of Kerala University of Health Sciences.**

**Selection :Admission to 100% seats from the rank list prepared by the KUHS based on the marks of the qualifying exam/Entrance exam.**

For further details please refer regulations for the degree of Doctor of Philosophy (PhD) of Kerala University of Health Sciences. Each student granted provisional registration for PhD shall do course work prescribed by the Doctoral Committee, during the first year. **Year-end examination:** At the end of the 1st year there will be an examination consisting of two papers of three hours duration and a Protocol/Methodology Approval Presentation and examination. Those who are successful in the year-end examination will be given permanent registration.

**Fees for PhD Course conducted under KUHS**

**The registration fee to be collected by the centers of Research from registered PhD scholars as per KUHS is as detailed below**

No	Item	Fee amount
1	Research Fee for the normal course period ( For the entire normal course period of 5 years for full time PhD and 6 years for part time Ph D)	31,500/-
2	Research Fee for additional period in which re- registration required ( For every additional year)	10,500/-

**The remittance of the above research fee for the normal course period to centers of Research by the PhD scholars shall be in annual installments as detailed below.**

No	Item	Year	Research fee to be paid (In RS)
1	Full time PhD Programme(Minimum course period 3 years)	1st, 2nd & 3rd Year	10,500/- per year
2	Research Fee for additional period in which re- registration required ( For every additional year)	1st Year	10,500/-
		2nd, 3rd and 4th Year	7,000 per year

**For details of Tuition fee and special fee refer KUHS website [www.kuhs.ac.in](http://www.kuhs.ac.in)**

**Fee Structure for SC/ST/ OEC students:As per the existing Govt.Norms for Ph.D)**

**Name of Course :M.Sc. Medical Biochemistry****Duration:** 6 semesters**Eligibility:** Any one of the following degrees with at least 50% marks in the science subject

a .B.Sc. in Medical Biochemistry/B.Sc. MLT/Medical Microbiology/ Medical Genetics.

b.B.Sc. Biochemistry/Biotechnology/Microbiology/ Genetics/Bio Informatics

c. B.Sc. in Zoology/Botany with Bio-Chemistry/Chemistry as a subsidiary

d. B.Sc. in Chemistry with Biological Science at the plus two level

e .Any other bachelor's degree in Bio-Medical Science/Health Science/ Life science with Biochemistry as one of the subjects

f. BAMS, BHMS, MBBS, BDS, BPT, B Pharm

g. Any other degree approved as equivalent thereto by the M.G University

**Selection:**Based on the marks of the qualifying exam.(Should register in MGU CAP also)**(Weightage of 15% and 10% of the total scored, to the students with B.Sc. Medical Biochemistry and BSc Biochemistry respectively)**

SI No	Centre	No of seats	MGU CAP	CPAS Allotment
1	Gandhinagar	25	12	13

**Tuition fees and special Fees for MSc Medical Biochemistry (Three Year) course conducted under MG University**

SI No	Description	CPAS Allotment/CAP Allotment ( INR)			NRI Seat fee in USD		
		I year	II year	III Year	I year	II year	III Year
1	Admission Fee	2000			\$50		
2	Amenities Fund	1500			\$150		
3	Establishment Charges	2200	2200	2200	\$38	\$38	\$38
4	Caution Deposit (Refundable)	2,000			\$150		
5	Training Fee			10,000			\$160
6	College Union Fund	400			\$6		
7	Identity Card	60			\$1		
8	Lab Fee	2000	1000	1000	\$100	\$65	
9	Library Fee	2000			\$116		
10	Medical Inspection Fee	100			\$2		
11	Miscellaneous	1000			\$50		
12	University Sports Fee	300	300	300	\$6	\$6	\$6
13	University Union Fund, Welfare Fund and Group Insurance	130	130	130	\$3	\$3	\$3
	<b>Total Special Fee</b>	<b>13690</b>	<b>3630</b>	<b>13630</b>	<b>\$672</b>	<b>\$112</b>	<b>\$207</b>
14	<b>Tuition Fee</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$1,600</b>
	<b>Grand Total</b>	<b>93,690</b>	<b>83,630</b>	<b>93630</b>	<b>\$2,269</b>	<b>\$1,709</b>	<b>\$1804</b>

### **Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year	III Year
1	Admission fee	2,500	Nil	Nil
2	Caution deposit (refundable)	2,000	Nil	Nil
<b>Grand total</b>		<b>4,500/-</b>	Nil	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.**  
However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

### **How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

#### **SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
III,V	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fee
II,IV,VI	5 <sup>th</sup> April	Tuition Fee

### **Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course:**MSc Medical Documentation

**Duration:** 4semesters

**Eligibility:** Any degree with 50% marks.

**Selection:**Based on the marks of the qualifying exam. (Should register in MGU CAP also)

Sl No	Centre	No of seats	MGU CAP	CPAS Allotment
1	Gandhinagar	25	12	13

**Tuition fee and Special Fees for MSc Medical Documentation conducted under MG University**

Sl No	Description	CPAS Allotment/CAP Allotment ( INR)		NRI Seat fee in USD	
		I year	II year	I year	II year
1	Admission Fee	2000		\$50	
2	Amenities Fund	1500		\$150	
3	Establishment Charges	2200	2200	\$38	\$38
4	Caution Deposit (Refundable)	2,000		\$150	
5	Training Fee	10000	15000	\$160	\$240
6	College Union Fund	400		\$6	
7	Identity Card	60		\$1	
8	Lab Fee	2000		\$100	
9	Library Fee	2000		\$200	
10	Medical Inspection Fee	100		\$2	
11	Miscellaneous	1000		\$50	
12	UniversitySports Fee	300	300	\$6	\$6
13	University Union Fund, Welfare Fund and Group Insurance	130	130	\$3	\$3
	<b>Total Special Fee</b>	<b>23690</b>	<b>17630</b>	<b>\$916</b>	<b>\$287</b>
14	<b>Tuition Fee</b>	<b>72,800</b>	<b>72,800</b>	<b>\$2,000</b>	<b>\$2,000</b>
	<b>Grand Total</b>	<b>96,490</b>	<b>90,430</b>	<b>\$2,913</b>	<b>\$2,284</b>

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year
1	Admission fee	2,500	Nil
2	Caution deposit (refundable)	2,000	Nil
<b>Grand total</b>		<b>4,500/-</b>	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

**▲ Fee once remitted shall not be refunded under any circumstances.**

However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.

**▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)**

**How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

<b>SEMESTER</b>	<b>DUE DATE</b>	<b>AMOUNT</b>
<b>III,</b>	<b>5<sup>th</sup>OCTOBER</b>	<b>Special fee +Tuition Fees</b>
<b>II,IV</b>	<b>5<sup>th</sup> April</b>	<b>Tuition Fee</b>

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course : MSc Biomedical Instrumentation****Duration:** 4semesters**Eligibility:** Bachelor's degree in Electronics/Instrumentation/Mathematics/Physics/Computer Science/ Computer Application/ Electronics as main or subsidiary from any of the Universities in Kerala or Universities recognized as equivalent there to by the M.G University with 50% marks.**Selection:**Based on the marks of the qualifying exam. Weightage of 20% marks of the total scored will be given to the students with B.Sc Electronics or B.Sc. Instrumentation degree while calculating the merit mark for admission to the course), (Should register in MGU CAP)

SI No	Centre	No of seats	MGU CAP Allotment	CPAS Allotment
1	Gandhinagar	20	10	10

**Tuition fee and Special Fees for MSc Biomedical Instrumentation conducted under MG University**

SI No	Description	CPAS Allotment/CAP Allotment ( INR)		NRI Seat fee in USD	
		I year	II year	I year	II year
1	Admission Fee	2000		\$50	
2	Amenities Fund	1500		\$150	
3	Establishment Charges	2200	2200	\$38	\$38
4	Caution Deposit (Refundable)	2,000		\$150	
5	Training Fee	10000	5000	\$160	\$240
6	College Union Fund	400		\$6	
7	Identity Card	60		\$1	
8	Lab Fee	2000	2000	\$100	
9	Library Fee	2000		\$200	
10	Medical Inspection Fee	100		\$2	
11	Miscellaneous	1000		\$50	
12	University Sports Fee	300	300	\$6	\$6
13	University Union Fund, Welfare Fund and Group Insurance	130	130	\$3	\$3
	<b>Total Special Fee</b>	<b>23690</b>	<b>9630</b>	<b>\$916</b>	<b>\$287</b>
14	<b>Tuition Fee</b>	<b>65,000</b>	<b>65,000</b>	<b>\$1,600</b>	<b>\$1,600</b>
	<b>Grand Total</b>	<b>88,690</b>	<b>74,630</b>	<b>\$2,513</b>	<b>\$1,884</b>

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year
1	Admission fee	2,500	Nil
2	Caution deposit (refundable)	2,000	Nil
<b>Grand total</b>		<b>4,500/-</b>	Nil

**\*\*Transportation charges are at actual rates.**

**Fees applicable for Govt merit seats for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.**  
However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

### **How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

### **SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

<b>SEMESTER</b>	<b>DUE DATE</b>	<b>AMOUNT</b>
<b>III,</b>	<b>5<sup>th</sup>OCTOBER</b>	<b>Special fee +Tuition Fees</b>
<b>II,IV</b>	<b>5<sup>th</sup> April</b>	<b>Tuition Fee</b>

### **Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course:**MSc Medical Microbiology

**Duration:** 2 Years

**Eligibility:** 4-year BSc Medical Microbiology with 50% marks

**Selection:**Based on the marks of the qualifying exam. (Should register in MGU CAP also)

SI No	Centre	No of seats	MGU CAP Allotment	CPAS Allotment
1	Gandhinagar	20	10	10

**Tuition fee and Special Fees for MSc Medical Microbiology course conducted under MG University**

SI No	Description	CPAS Allotment/CAP Allotment ( INR)		NRI Seat fee in USD	
		I year	II year	I year	II year
1	Admission Fee	2000		\$50	
2	Amenities Fund	1500		\$150	
3	Establishment Charges	2200	2200	\$38	\$38
4	Caution Deposit (Refundable)	2,000		\$150	
5	Training Fee				
6	College Union Fund	400		\$6	
7	Identity Card	60		\$1	
8	Lab Fee	2000	2000	\$100	
9	Library Fee	2000		\$200	
10	Medical Inspection Fee	100		\$2	
11	Miscellaneous	1000		\$50	
12	UniversitySports Fee	300	300	\$6	\$6
13	University Union Fund, Welfare Fund and Group Insurance	130	130	\$3	\$3
	<b>Total Special Fee</b>	<b>13690</b>	<b>4630</b>	<b>\$756</b>	<b>\$47</b>
14	<b>Tuition Fee</b>	<b>80,000</b>	<b>80,000</b>	<b>\$1,600</b>	<b>\$1,600</b>
	<b>Grand Total</b>	<b>93,690</b>	<b>84,630</b>	<b>\$2,353</b>	<b>\$1,644</b>

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year
1	Admission fee	2,500	Nil
2	Caution deposit (refundable)	2,000	Nil
<b>Grand total</b>		<b>4,500/-</b>	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

**How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
III,	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fees
II,IV	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

**Name of Course :**MSc Medical Anatomy

**Duration:** 3 Years

**Eligibility:** Second class (50% marks) in B.Sc. Zoology or any of the following Paramedical Science courses from a recognized University or its equivalent – B.Sc Nursing, B.Sc. Medical Microbiology, BMRT, BPT, B.Sc. MLT, BNYS, BUMS, BSMS, BSc Perfusion Technology, BSc Dialysis Technology, BSc Medical Biochemistry, BCVT, BOT, and B.ASLP recognized by Ayush /KUHS/Mahatma Gandhi University and other recognised universities in India. 10% of Weightage will be given to postgraduate qualifications like M.Sc. Zoology, B.Ed. Natural Science etc.

Two seats are reserved for any medical graduates (MBBS, BDS, BHMS, BAMS).

In case of absence of such candidates, the seats will be allotted to general merit candidates.

**Selection:**Based on the marks of the qualifying exam. (Should register in MGU CAP also)

SI No	Centre	No of seats	MGU CAP Allotment	CPAS Allotment
1	Gandhinagar	10	5	5

**Tuition fees and special Fees for MSc Medical Anatomy course conducted under MG University (Three Year Course)**

SI No	Description	CPAS Allotment/CAP Allotment ( INR)			NRI Seat fee in USD		
		I year	II year	III Year	I year	II year	III Year
1	Admission Fee	2000			\$50		
2	Amenities Fund	1500			\$150		
3	Establishment Charges	2200	2200	2200	\$38	\$38	\$38
4	Caution Deposit (Refundable)	2,000			\$150		
5	Training Fee						
6	College Union Fund	400			\$6		
7	Identity Card	60			\$1		
8	Lab Fee	2000	2000	2000	\$100	\$65	
9	Library Fee	2000			\$200		
10	Medical Inspection Fee	100			\$2		
11	Miscellaneous	1000			\$50		
12	UniversitySports Fee	300	300	300	\$6	\$6	\$6
13	University Union Fund, Welfare Fund and Group Insurance	130	130	130	\$3	\$3	\$3
	<b>Total Special Fee</b>	<b>13690</b>	<b>4630</b>	<b>4630</b>	<b>\$756</b>	<b>\$112</b>	<b>\$47</b>
14	<b>Tuition Fee</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$1,400</b>
	<b>Grand Total</b>	<b>78,690</b>	<b>69,630</b>	<b>69,630</b>	<b>\$2,153</b>	<b>\$1,509</b>	<b>\$1,444</b>

**\*\*\*Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year	III Year
1	Admission fee	2,500	Nil	Nil
2	Caution deposit (refundable)	2,000	Nil	Nil
<b>Grand total</b>		<b>4,500/-</b>	Nil	Nil

**\*\*\*The Fee has to be sanctioned from E Grantz**

**\*Fee will be subject to change based on the changes made by the CPAS/Govt.**

**\*\*Transportation charges are at actual rates.**

**Fees applicable for various courses will be the rates as fixed by the Government.**

**Examination fee shall be remitted by each student to the university at the time of respective examinations.**

- ▲ **Fee once remitted shall not be refunded under any circumstances.**  
However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ▲ Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

**How to remit the fees**

**All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.**

**SCHEDULE OF REMITTANCE**

**Fee for the first semester/half year of all the courses are to be remitted at the time of admission.**

SEMESTER	DUE DATE	AMOUNT
III,V	5 <sup>th</sup> OCTOBER	Special fee +Tuition Fee
II,IV,VI	5 <sup>th</sup> April	Tuition Fee

**Late Fee**

A fine of Rs. 100/- within ten days of the due date. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

## **Reservation Quota**

1. **Only the candidates of Kerala origin are eligible for claiming seats under reservation**
2. In the case of socially and educationally backward class candidates, the annual family income limit shall be the latest one prescribed by the Government. (i.e. annual income of all members in the family from all sources taken together). They should produce a community and Non-creamy layer certificate issued by the Revenue Officer not below the rank of Village Officer/Tahsildar. In the case of Latin Catholic/Anglo Indians their certificate should specifically exclude the other community
3. Candidates claiming reservation under Scheduled Caste/Scheduled Tribe should obtain Caste/Community Certificate from the Tahsildar concerned.
4. Candidates seeking admission against the seats reserved for SC/ST quota should submit the certificate from the Principal of the College last attended showing whether they had availed fee concession during the academic year. Students from other states should get the fee concession from their respective states. SC/ST candidates are exempted from paying fees other than caution deposit and amenities fund provided they have not availed of such concession for any UG/PG course earlier.
5. The seats unavailed by Scheduled Caste candidates will go to Scheduled Tribe candidates and vice versa. The seats unavailed by SC/ST candidates will go to OEC candidates. The seats that still remain unavailed of will go to Merit Quota.
6. Other Eligible Candidates (OEC) have no separate quota. They will be considered only against the seats unavailed by SC/ST candidates. They should furnish community and income certificate obtained from the Village Officer concerned. For such seats, the annual family income limit shall be the latest one prescribed by the Government.
7. Children of inter-caste married couple claiming communal reservation SC/ST quota should produce community certificate from the Village Officer/Tahasildar. Seats falling vacant under SC/ST quota are mutually transferable.
8. Reservation of seats and relaxation of marks for all courses will be granted based on the Govt./CPAS rules. The existing percentage of reservation is Ezhava/Thiyya(EZ)-9%,Muslim (MU)-8%,Anglo-Indian/Latin Catholic (AIRC) -3%, Other Backward Christian (OBX) including SIUC and converts to Christianity from SC-1%, Other Backward Hindus (OBH)-3%,SC-8%,ST-2%, the ward of Ex-service men (EX)-2%, Handicapped (PH)-3% (for Bsc Nursing 5% for physically handicapped). Viswakarma and related communities (VK) 2%, Dheevera and related communities (DV) 2%, Kusavan and related communities (KN) 1%, Kudumbi 1%, and Economically Weaker Sections (EWS)-10%. Weightage to NCC/NSS candidates will be done according to Govt. rules.
9. Those who seek admission to the seats that fall under the reserved category shall produce the relevant certificates from the competent authority. In order to prove concession based on caste and financial status, the certificates should be from a Revenue Officer not below the rank of a Tahasildar or Village Officer. No center change will be permitted for candidates availing admission through regional weightage quota.
10. i) Weightage of 10% of seats for admission to SME UG course in Puthuppally Centre to candidates belonging to Ayarkunnam, Akalakunnam, Manarcaud, Kooroppada, Meenadom, Pallikkathodu, Pampady, Panachikkad, Vakathanam, Vijiyapuram and Puthuppally Grama Panchayats in the order of merit.  
ii) Weightage of 10% seats for admission to BSc Nursing course in INE, Nedumkandamcentre to candidates belonging to Udumbanchola Taluk in the order of merit.  
iii) Weightage of 10% of seats for admission to BSc Nursing course in the INE, Pala centre to the candidates belonging to Pala Municipality, Marangattupally, Karoor and Mutholy Grama Panchayaths in the order of merit provided to ensure admission to at least one applicant from each local body, if there are applications from each local body.  
iv) Weightage of 10% seats for admission to BSc Nursing and BSc MLT course in the SME, Manimalakunnucentre to the candidates belonging to Pampakuda Block Panchayat in the order of merit.
11. Two seats reserved for candidates who have graduated from SME/UCME for admission to PG courses

12. In the case of SC/ST/OEC students who are admitted under the merit quota the reimbursement of tuition fee will be subject to the decision of the Government.
13. Seats are reserved for MHA course as follows: 25% for Science graduates, 25% for BA/B.Com holders, 50% for professional degree holders.\*\* (Admission criteria subject to government norms)

#### **Seat reservation under LECTURER Quota**

MPT course.	One seat
M.Pharm.	One seat

The applicants under teachers quota should have minimum five years teaching experience in the institution of SME and satisfy the conditions prescribed therein for admission to the course. They shall also execute a bond with the CPAS as prescribed and abide by the rules of the CPAS

#### **14. Ex-Servicemen Quota : Applicant should submit the certificate from ZilaSainik officer and the copy of the discharge book where the name of the applicant is incorporated.**

15. **NRI Quota:** 5% of seats in all UG and PG courses, except B Pharm and M Pharm, under SME are reserved for students sponsored by Non-Resident Indians (NRIs) only and the admission will be on the basis of a separate rank list. Those who seek admission to NRI quota, should remit additional fee of Rs. 2500/- towards application fee. NRI candidate should be prepared to pay fees in US dollars or equivalent sum in Indian currency. Foreign nationals will also be considered under NRI category. All unfilled vacancies under this category will go to the open merit quota.

An applicant, who depends upon his/her Father/Mother/ Brothers and Sisters (inclusive of first cousins)/ Husband/Wife/ Brothers and Sisters (inclusive of first cousins) of Father or Mother/Half Brother/Half Sister/Adopted Father or Adopted Mother working abroad can apply under the NRI quota. (As per the G.O (MS) No.243/2014/ H&FWD dated 06.08.2014). Candidates who seek admission under the NRI quota in Private Self Financing Medical/Dental colleges should upload documents/certificates as per G.O. (Rt)375/2020/H&FWD dated.22.02.2020 & G.O (Rt) No.1480/2022/H&FWD dated: 22.06.2022

**The following documents shall be uploaded for NRI Quota reservation (As per G.O.No.375/2020/H&FWD, Dated 22.02.2020 and G.O (Rt) No.1480/2022/H&FWD, Dated 22.06.2022).**

1. Passport copy and Visa attested by the Embassy or Consulate authorities/Green Card/Overseas Citizen of India (OCI) documents of their respective sponsors. The sponsor's job should be mentioned in any of the above documents.
2. The visa of the Sponsor should be valid till the closing date of admission
3. In case the sponsor's employment is not mentioned in the above documents, the candidate has to produce the Employment Certificate of the Sponsor attested by the Embassy/Consulate authorities.
4. The Certificates establishing the relationship of the sponsor with the candidate shall be obtained from the Revenue authorities as per the G.O (MS) No. 243/ 14/ H&FWD dated 06.08.2014.

#### **Note :**

1. Relationship should be established. In case the relationship is mentioned as Niece/Cousin/Uncle/Aunt only in the space provided for in the certificate, the Village Officer should explain the relation in the certificate itself. Niece/Cousin/Uncle/Aunt should be explained with clear relationship. The relationship link should be clearly explained. Certificates showing mere Niece/Cousin/Uncle/Aunt without establishing a clear relationship link will be rejected.  
Candidates shall verify the certificate properly before submitting it online.
2. Directives of AFRC from time to time will apply to the NRI documents subject to the Government Orders.
5. However the relationship between the candidate and his/her father/mother which is recorded in the educational certificates maintained in the usual course of transaction by the competent

6. The candidate shall produce the sworn affidavit from the Sponsor in a stamp paper worth Rs. 200/-. The same shall also be notarized by the Notary Public, disclosing that the student is dependent of the sponsor and all expenses i.e. tuition fee and special fee, of the candidate for the entire course period will be borne by the Sponsor.

▲ **NRI candidate should submit sponsorship certificate**

▲ **copy of passport and Employment Certificate attested by the consulate/Embassy**

▲ **certificate to prove relationship with the student at the time of admission (mandatory).**

▲ **No request for transfer from NRI quota to general category will be entertained by the CPAS.**

### **HOW TO APPLY**

1. Candidates applying for admission to all courses under School of Medical Education should apply online on or before the last date mentioned.
2. Online submission of Application may be made by accessing the website – [www.cpas.ac.in](http://www.cpas.ac.in) or [www.sme.edu.in](http://www.sme.edu.in).
3. Copy of the printout of the Application form must be retained for future reference.
4. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
5. Applicant should ensure the following before sending the printout of the application form:
  - i. All supporting documents submitted should be properly filled in and signed by the competent authority and affixed office seal at specified place.
  - ii. Copies of all certificates enclosed should be self-attested by the candidate.
  - iii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
  - iv. The applicant should select the course/courses which he/she desires to study while applying online.
  - v. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody for all future online activities such as payment of fees, etc.
6. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college.
7. Candidates should send only one application for admission to all UG and all PG courses respectively.

**UG Courses Application fee:** The applicant has to remit **Rs. 800/-** as application Fee by online payment through the payment gateway. **(for SC/ST candidates Rs. 400/-). Rs. 2500/- additional for NRI quota.**

**PG Courses Application fee:** The applicant has to remit **Rs. 1000/-** as application Fee by online payment through the payment gateway. **(for SC/ST candidates Rs. 500/-). Rs. 2500/- additional for NRI quota.**

### **Eligibility:**

1. Those who possess the approved minimum qualification can apply. **Only the courses or their equivalents approved by the KUHS /M G University shall be reckoned as minimum qualification.**
2. Those who are awaiting the results of the qualifying examination can also apply. They shall produce the mark list on or before the dates stipulated in the schedule of admissions.
3. There is no age limit for admission.

4. Candidates belonging to SEBC whose total annual family income does not exceed the prescribed limit approved by the Govt. will have a relaxation of 3% marks in the qualifying exam. 5% relaxation for OEC candidates. Eligible relaxation in marks for SC/ST candidates.
5. Those who have qualified from universities other than KUHS/MG University/Board of Examinations in Kerala/CBSE/ICSE should produce eligibility/recognition certificate from MG University/KUHS and Migration Certificate/NOC from the parent University/Board at the time of admission.

**Selection:**

- ▲ All admissions shall be based on **merit** solely based on the marks of the qualifying examination.
- ▲ NRI quota is available for all courses under SME, except B Pharm and M Pharm.
- ▲ Percentage of marks given is the minimum marks required for Part III Optional Subjects, if not otherwise mentioned.
- ▲ Reservation, concession based on income and community will be allowed according to the rules of the Government.
- ▲ For 50% seats other than Govt. merit seats the students will be ranked according to the merit list prepared by SME and will be called for counseling where they can select the best available course and request for better options.
- ▲ Rank list and the admission counseling chance memo shall be published in the admission portal. SMS alert shall be sent for the same. The admission counseling schedule shall be published in the website.
- ▲ The candidates shall log on to the website using the user name and password registered at the time of applying to the courses to view their rank, to download application form and counseling memo, and for other information. Candidate should appear for the admission counselling at their own expense.
- ▲ Admission, center transfer, etc shall be based on the general rank only.
- ▲ All mandatory reservations laid down by the government will be followed. Candidates admitted through reservation quota shall be transferred to the general seat if such vacancy arises in any of the centers of SME so that another eligible reservation candidate shall be allotted that seat.
- ▲ **If the candidate fails to appear for the admission counselling or to remit the fee in time he/she will lose the chance.**
- ▲ All admissions will be provisional until the CPAS finalize it.
- ▲ No rounding off of the percentage of marks to the nearest whole number is permitted.
- ▲ The CPAS will not be responsible for delay in online communication regarding admission counselling.
- ▲ Incomplete applications will be rejected.
- ▲ **No request for transfer from NRI quota to general category will be entertained by the CPAS.**
- ▲ **Candidates admitted through SPOT admission shall not be permitted for center change, course change, or cancellation.**

**If by any circumstance the enrolment of any course does not reach half of the sanctioned strength, that course will not be conducted during this academic year.**

**Candidates shall be transferred to a different centre of study, if CPAS decides to do so.**

**The CPAS reserves the right to cancel/modify the existing rules and to cancel any center, shift the venue of the center or amalgamate two or more centers.**

**The Hon. Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution.**

**5. Dates to remember:**

**i) Last date to apply online and receive the printouts of courses under SME**

<b>Courses</b>	<b>Apply Online</b>
UG courses	20-06-2024
PG courses	20-06-2024
PhD course	As per government norms

**Tentative Dates of Counselling**

- 1. UG Courses except B Pharm : 15-07-2024**
- 2. PG Courses except M Pharm : 18-07-2024**
- 3. B Pharm and M Pharm : As per government norms**

**Tentative dates of commencement of classes:**

- 1. B Pharm and M Pharm : As per government norms**
- 2. Other UG and PG courses : As per government norms**

Place: Gandhinagar  
Date: 16.05.2024

Sd/-  
**DIRECTOR**



**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES**  
**SCHOOL OF TECHNOLOGY AND APPLIED SCIENCES**  
**(STAS)**  
**(KOTTAYAM, EDAPPALLY, PATHANAMTHITTA)**  
**ADMISSION PROSPECTUS 2024-25**

## ADDRESS AND CONTACT DETAILS OF CENTRES OF STAS

<b>Centre Name</b>	<b>Address</b>	<b>Email-ID</b>	<b>Contact No.</b>
STAS Kottayam	Pullarikkunnu, Malloosery P.O., Kottayam-686041	<a href="mailto:stasktm@cpas.ac.in">stasktm@cpas.ac.in</a> <a href="mailto:stasmguktm@gmail.com">stasmguktm@gmail.com</a>	0481-2392928 9446404014 9605518774 9495574197 9633177092
STAS Edappally	Edappally, Kochin- 682024	<a href="mailto:stasedy@cpas.ac.in">stasedy@cpas.ac.in</a> <a href="mailto:mgucasedappally@gmail.com">mgucasedappally@gmail.com</a>	0484-2334601 9995556565 9497617497 9995212341
STAS Pathanamthitta	Chuttipara, Pathanamthitta-689645	<a href="mailto:staspta@cpas.ac.in">staspta@cpas.ac.in</a> <a href="mailto:mgucaspta@gmail.com">mgucaspta@gmail.com</a>	0468-2224785 9447265765 9446302066 9446440540 7034612362

## ADMISSION 2024-25

### DETAILS OF THE VARIOUS SELF-FINANCING COURSES CONDUCTED BY SCHOOL OF TECHNOLOGY AND APPLIED SCIENCES (STAS)

**\*Selection Process:** For all the courses other than MCA, allotment for 50% seats is through the University Centralized Allotment Process (CAP) of Mahatma Gandhi University, and allotment for 50% is done by CPAS from the merit list which is based on the marks of the qualifying Exam. No extra fee is levied on CPAS admission. In the Case of MCA course, allotment is done by Kerala Govt.

<b>UG Courses - Affiliated to Mahatma Gandhi University</b>				
<b>Programs</b>	<b>Duration</b>	<b>Specialization</b>	<b>Eligibility</b>	<b>Selection Process</b>
BSc (Hons) Computer Science	8 Semesters/ 4 years	Data Science and Analytics	Pass in Plus Two or equivalent examinations in science stream with Mathematics/Computer Science as a compulsory subject	*As mentioned above
BSc (Hons) Cyber Forensics	8 Semesters/ 4 years	Network Security	Plus two with an aggregate of 55% marks for any three of five subjects viz, Physics, Chemistry, Mathematics, Biology or Computer Science and Mathematics as compulsory subject with 50% of marks alone.	*As mentioned above
BSc (Hons) Electronics with Computer Technology	8 Semesters/ 4 years	Industrial Electronics	Pass in Plus Two/VHSE or equivalent examinations in any stream.	*As mentioned above
Bachelor of Computer Applications (Honours)	8 Semesters/ 4 years	Nil	Plus Two/equivalent examination in any stream with Mathematics/Statistics/ Computer Science/Accountancy/Informatics Practices as optional subjects	*As mentioned above
**BCom (Hons)	8 Semesters/ 4 years	Finance & Taxation	<p>Admission to the B.Com Degree Programmes shall be open only to candidates who have passed the Plus Two or equivalent examination recognized by Mahatma Gandhi University with Book- Keeping and Accountancy and any two of the following subjects, viz., (1) Commerce (2) Commercial Correspondence and Commercial Geography (3) Economics (4) Life Insurance with Salesmanship (5) Banking with Secretarial Practice (6) Business Studies (7) Mathematics (8) Computer Science/ Computer applications (9) Informatics Practice &amp; Management (10) Informatics Practice (11) Management (12) Accountancy as optional under Part III of the Examination.</p> <p style="text-align: center;"><b>OR</b></p> <p>Have passed Plus Two or equivalent examination recognized by Mahatma Gandhi University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks. (For SC/ST applicants and ST applicants of Lakshadweep, only a pass minimum is required and for SEBC and OEC applicants 3% and 5% relaxation of marks respectively are allowed). Those who possess the approved minimum qualification can apply. Only the courses or their equivalents approved by the M G University shall be reckoned as minimum qualification. There is no age limit for admission.</p>	** subject to approval of MGU.

**PG Courses - Affiliated to Mahatma Gandhi University**

Programs	Duration	Eligibility	Selection Process
M.Sc. Computer Science	4 Semester	<p>Graduation in Computer Applications (BCA) or B.Sc. Degree with Mathematics/Computer Science /Electronics/IT as one of the subjects with not less than CGPA of 2.00 out of 4 in Core Group (Core + Complementary + Open Courses), Graduation in Computer Applications (BCA) or B.Sc. Degree with Mathematics/Computer Science /Electronics/IT as one of the subjects with not less than CCPA of 5.00 out of 10.00 in Core Group (Core + Complementary + Open Courses)</p> <p>Graduation in Computer Applications (BCA) or B.Sc. degree with Mathematics/Computer Science /Electronics/IT as one of the subjects with not less than 50% marks in part III subjects in Part III (Main/Core + subsidiaries/Complementary) OR B Tech in Computer Science.</p> <p>A weightage of 20% marks scored by the candidate in Part III Core/Main shall be added to the total of Part III for those who have studied Computer Science/Computer applications/ Electronics as core/Main after standardizing the marks secured for the same to 600</p>	*As mentioned above
M.Sc Artificial Intelligence	4 Semester	<p>B.Sc. Degree with Artificial Intelligence /Computer Science /Information Technology/Electronics/Applied Electronics/Computer Applications/ Cyber Forensics/ Cyber Security or BCA or B.Tech Degree in Computer Science/ IT/Electronics/Electrical/Instrumentation or B. Sc. Degree in Mathematics/Physics/ Statistics or an equivalent degree from a recognized university, with not less than 50% marks.</p>	*As mentioned above
M.Sc. Applied Electronics	4 Semester	<p>B.Sc. degree in Electronics/Computer Science/ Physics with not less than 50%marks /CGPA-2 excluding languages</p>	*As mentioned above
MCA	4 Semester	<p>As per the norms prescribed by the Controller of Entrance Examinations, Govt. of Kerala.</p>	<p>Allotment for 50% of seats by LBS through Entrance Exam conducted by the Govt. of Kerala .50% of seats will be From the merit list prepared By the CPAS based on the Marks of entrance examination Conducted by Govt. of Kerala.</p>
M.Sc. Cyber Forensics	4 Semester	<p>Graduation in Cyber Forensics/ Computer Science/ Information Technology/ Electronics/ Computer Application or BCA or equivalent degree with not less than CGPA of 2.00 out of 4 in Core Group (Core + Complementary + Open Courses)</p> <p>Graduation in Cyber Forensics/ Computer Science/ Information Technology/ Electronics/ Computer Application or BCA or equivalent degree with not less than CCPA of 5.00 out of 10.00 in Core Group (Core +</p>	<p>Candidate having degree in Cyber Forensics shall be given a weightage of 20% in their qualifying degree examination marks considered for ranking</p>

		<p>Graduation in Cyber Forensics/ Computer Science/ Information Technology/Electronics/Computer application or BCA or equivalent degree with not less than 50% marks in part III subjects in Part III (Main/Core + subsidiaries/ Complementaries.</p> <p>A weightage of 20% marks scored by the candidate in Part III Core/Main shall be added to the total of Part III for those who have studied Cyber Forensics as core/Main after standardizing the marks secured for the same to 600.</p>	
<p><b>**MSc Fishery Biology &amp; Aquaculture</b></p>	<p>4 Semester</p>	<p>Degree in Zoology or Botany /Biotechnology with Zoology as subsidiary subject/B.F.Sc./B.Sc.Aquaculture/B.Sc.Industrial Fisheries or any other equivalent degree with 50% marks in the optional subjects. SC/ST candidates are allowed 5% and OBC candidates 3% relaxation in marks.</p>	<p>** subject to approval of MGU.</p>

**Admission criteria for courses having Government allotment may vary as per Government norms.**

**DETAILS OF COURSES AND SEATS AVAILABLE AT VARIOUS CENTRES OF STAS.**

Sl. No	Course	Centre	No. of Seats
<b>UG Courses</b>			
1	BSc (Hons) Computer Science with specialization Data Science and Analytics	Pullarikkunnu, Kottayam	40
		Edappally, Kochi	50
		Pathanamthitta	50
2	Bachelor of Computer Applications (Honours)	Pullarikkunnu, Kottayam	60
		Edappally, Kochi	60
		Pathanamthitta	60
3	BSc (Hons) Cyber Forensics with specialization Network Security	Pullarikkunnu, Kottayam	50
		Edappally, Kochi	50
		Pathanamthitta	40
4	BSc (Hons) Electronics with Computer Technology with specialization Industrial Electronics	Edappally, Kochi	50
5	<b>**BCom (Hons)</b>	<b>Pathanamthitta</b>	50
6	<b>**BCom (Hons)</b>	<b>Pathanamthitta</b>	50
<b>PG Courses</b>			
1	MCA	Pullarikkunnu, Kottayam	30
		Edappally, Kochi	30
2	M.Sc. Cyber Forensics	Pullarikkunnu, Kottayam	20
		Edappally, Kochi	20
		Pathanamthitta	20
3	M.Sc. Applied Electronics	Edappally, Kochi	30
4	M.Sc. Computer Science	Edappally, Kochi	30
5	M.Sc Artificial Intelligence	Pullarikkunnu, Kottayam	12
		Pathanamthitta	12
6	<b>**MSc Fishery Biology &amp; Aquaculture</b>	Pathanamthitta	25

**The number of seats and fees may change as per Govt./CPAS rules.**

**Details of fees for each courses under School of Technology and Applied Sciences**

Fees may be revised as per the decision of the Government/CPAS rules.

**I. Details of Tuition fee and Special Fees for B.Sc. Computer Science course fixed by the Govt. of Kerala**

(Shows the fees including total special fees for three years)

Sl. No.	Description	CPAS Merit seat/ Govt Seat Fee in INR							
		I year		II year		III year		IV year	
		I sem	II sem	III sem	IV sem	V sem	VI sem	VII	VIII
1	Library Fees	1000	0	0	0	0	0	0	0
2	Lab Fees	3000	0	0	0	0	0	0	0
3	Caution Deposit(refundable)	1000	0	0	0	0	0	0	0
4	Institution Development Fund	1000	0	0	0	0	0	0	0
5	College Union Fund	400	0	0	0	0	0	0	0
6	Identity Card	100	0	0	0	0	0	0	0
7	General Accident and Insurance Policy	23	0	23	0	23	0	23	0
8	University Union Fund	65	0	65	0	65	0	65	0
9	Medical Inspection Fees	100	0	0	0	0	0	0	0
10	Student Welfare	45	0	45	0	45	0	45	0
11	Matriculation Fees	295	0	0	0	0	0	0	0
12	Sports Affiliation fees	355	0	355	0	355	0	355	0
13	Establishment fees	1490	0	755	0	755	0	755	0
	<b>Total special fee (a)</b>	8873	0	1243	0	1243	0	1243	0
<b>14</b>	<b>Tuition Fee(b)</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>
	<b>Grand Total (a) + (b)</b>	<b>23373</b>	<b>14500</b>	<b>15743</b>	<b>14500</b>	<b>15743</b>	<b>14500</b>	<b>15743</b>	<b>14500</b>

**II. Details of Tuition fee and Special Fees for B.Sc Electronics course fixed by the Govt\***  
(Shows the fees including total special fees for three years)

Sl. No.	Description	CPAS Merit seat/ Govt Seat Fee in INR							
		I year		II year		III year		IV year	
		I sem	II sem	III sem	IV sem	V sem	VI sem	VIIsem	VIII sem
1	Library Fees	1000	0	0	0	0	0	0	0
2	Lab Fees	3000	0	0	0	0	0	0	0
3	Caution Deposit(refundable)	1000	0	0	0	0	0	0	0
4	Institution Development Fund	1000	0	0	0	0	0	0	0
5	College Union Fund (CUF)	400	0	0	0	0	0	0	0
6	Identity Card (IC)	100	0	0	0	0	0	0	0
7	General Accident and Insurance Policy GAIP	23	0	23	0	23	0	23	0
8	University Union Fund (UUF)	65	0	65	0	65	0	65	0
9	Medical Inspection Fees (MIF)	100	0	0	0	0	0	0	0
10	Student Welfare	45	0	45	0	45	0	45	0
11	Matriculation Fees (MAT)	295	0	0	0	0	0	0	0
12	Sports Affiliation fee	355	0	355	0	355	0	355	0
13	Establishment fees	1490	0	755	0	755	0	755	0
	<b>Total special fee (a)</b>	8873	0	1243	0	1243	0	1243	0
14	<b>Tuition Fee (b)</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>	<b>14500</b>
	<b>Grand Total (a) + (b)</b>	<b>23373</b>	<b>14500</b>	<b>15743</b>	<b>14500</b>	<b>15743</b>	<b>14500</b>	<b>15743</b>	<b>14500</b>

**III. Details of Tuition fee and Special Fees for B.Sc Cyber Forensic course fixed by the Govt\***  
(Shows the fees including total special fees for three years)

Sl. No.	Description	CPAS Merit seat / Govt Seat Fee in INR							
		I year		II year		III year		IV year	
		I sem	II sem	III sem	IV sem	V sem	VI sem	VIIsem	VIIIsem
1	Library Fees	1000	0	0	0	0	0	0	0
2	Lab Fees	3000	0	0	0	0	0	0	0
3	Caution Deposit (refundable)	1000	0	0	0	0	0	0	0
4	Institution Development Fund	1000	0	0	0	0	0	0	0
5	College Union Fund	400	0	0	0	0	0	0	0
6	Identity Card	100	0	0	0	0	0	0	0
7	General Accident and Insurance Policy	23	0	23	0	23	0	23	0
8	University Union Fund	65	0	65	0	65	0	65	0
9	Medical Inspection Fees	100	0	0	0	0	0	0	0
10	Student Welfare	45	0	45	0	45	0	45	0
11	Matriculation Fees	295	0	0	0	0	0	0	0
12	Sports Affiliation fee	355	0	355	0	355	0	355	0
13	Establishment fees	1490	0	755	0	755	0	755	0
	<b>Total special fee (a)</b>	8873	0	1243	0	1243	0	1243	0
14	<b>**Tuition Fees (b)</b>	<b>20500</b>	<b>20500</b>	<b>20500</b>	<b>20500</b>	<b>20500</b>	<b>20500</b>	<b>20500</b>	<b>20500</b>
	<b>Grand Total(a) + (b)</b>	<b>29373</b>	<b>20500</b>	<b>21743</b>	<b>20500</b>	<b>21743</b>	<b>20500</b>	<b>21743</b>	<b>20500</b>

**IV. Details of Tuition fee and Special Fees for BCA course fixed by the Govt\***

(Shows the fees including total special fees for three years)

Sl. No.	Description	CPAS Merit seat / Govt Seat Fee in INR							
		I year		II year		III year		IV year	
		I sem	II sem	III sem	IV sem	V sem	VI sem	VIIsem	VIII sem
1	Library Fees	1000	0	0	0	0	0	0	0
2	Lab Fees	3000	0	0	0	0	0	0	0
3	Caution Deposit (refundable)	1000	0	0	0	0	0	0	0
4	Institution Development Fund	1000	0	0	0	0	0	0	0
5	College Union Fund	400	0	0	0	0	0	0	0
6	Identity Card	100	0	0	0	0	0	0	0
7	General Accident and Insurance Policy	23	0	23	0	23	0	23	0
8	University Union Fund	65	0	65	0	65	0	65	0
9	Medical Inspection Fees	100	0	0	0	0	0	0	0
10	Student Welfare	45	0	45	0	45	0	45	0
11	Matriculation Fees	295	0	0	0	0	0	0	0
12	Sports Affiliation fee	355	0	355	0	355	0	355	0
13	Establishment fees	1490	0	755	0	755	0	755	0
	<b>Total special fee (a)</b>	8873	0	1243	0	1243	0	1243	0
14	<b>** Tuition Fees(b)</b>	<b>18000</b>	<b>18000</b>	<b>18000</b>	<b>18000</b>	<b>18000</b>	<b>18000</b>	<b>18000</b>	<b>18000</b>
	<b>Grand Total(a) + (b)</b>	26873	18000	19243	18000	19243	18000	19243	18000

\*\* Changes may be applicable subject to Govt. notification.



## VII.

**Details of Tuition fee and Special Fees for MCA course fixed by the Govt\***

(Shows the fees including total special fees for twoyears)

Sl. No.	Description	CPAS Merit seat/ Govt Seat Fee in INR			
		I year		II year	
		I sem	II sem	III sem	IV sem
1	Library Fees	1000	0	0	0
2	Lab Fees	3000	0	0	0
3	Caution Deposit (refundable)	1000	0	0	0
4	Institution Development Fund	1000	0	0	0
5	College Union Fund	400	0	0	0
6	Identity Card	100	0	0	0
7	General Accident and Insurance Policy	23	0	23	0
8	University Union Fund	65	0	65	0
9	Medical Inspection Fees	100	0	0	0
10	Student Welfare	45	0	45	0
11	Matriculation Fees	295	0	0	0
12	Sports affiliation fees	355	0	355	0
13	Establishment fees	2475	0	1215	
	<b>Total special fees (a)</b>	<b>9858</b>	<b>0</b>	<b>1703</b>	<b>0</b>
14	<b>Tuition Fees (b)</b>	<b>21000</b>	<b>21000</b>	<b>21000</b>	<b>21000</b>
	<b>Grand Total(a) + (b)</b>	<b>30858</b>	<b>21000</b>	<b>22703</b>	<b>21000</b>

VIII. **Details of Tuition fee and Special Fees for MSc Computer Science course fixed by the Govt\***

(Shows the fees including total special fees for two years)

Sl.No.	Description	CPAS Merit seat/ Govt Seat Fee in INR			
		I year		II year	
		I sem	II sem	III sem	IV sem
1	Library Fees	1000	0	0	0
2	Lab Fees	3000	0	0	0
3	Caution Deposit (refundable)	1000	0	0	0
4	Institution Development Fund	1000	0	0	0
5	College Union Fund	400	0	0	0
6	Identity Card	100	0	0	0
7	General Accident and Insurance Policy	23	0	23	0
8	University Union Fund	65	0	65	0
9	Medical Inspection Fees	100	0	0	0
10	Student Welfare	45	0	45	0
11	Matriculation Fees	295	0	0	0
12	Sports Affiliation fee	355	0	355	0
13	Establishment fees	2160	0	1215	0
	<b>Total special fees (a)</b>	<b>9543</b>	<b>0</b>	<b>1703</b>	<b>0</b>
14	<b>Tuition Fees(b)</b>	<b>17500</b>	<b>17500</b>	<b>17500</b>	<b>17500</b>
	<b>Grand Total(a) + (b)</b>	<b>27043</b>	<b>17500</b>	<b>19203</b>	<b>17500</b>

IX.

**Details of Tuition fees and Special Fees for MSc Electronics course fixed by the Govt\***

(Shows the fees including total special fees for two years)

Sl.No.	Description	CPAS Merit seat/ Govt Seat Fee in INR			
		I year		II year	
		I sem	II sem	III sem	IV sem
1	Library Fees	1000	0	0	0
2	Lab Fees	3000	0	0	0
3	Caution Deposit (refundable)	1000	0	0	0
4	Institution Development Fund	1000	0	0	0
5	College Union Fund	400	0	0	0
6	Identity Card	100	0	0	0
7	General Accident and Insurance Policy	23	0	23	0
8	University Union Fund	65	0	65	0
9	Medical Inspection Fees	100	0	0	0
10	Student Welfare	45	0	45	0
11	Matriculation Fees	295	0	0	0
12	Sports Affiliation fee	355	0	355	0
13	Establishment fees	2160	0	1215	0
	<b>Total special fees (a)</b>	<b>9543</b>	<b>0</b>	<b>1703</b>	<b>0</b>
14	<b>Tuition Fees (b)</b>	<b>19000</b>	<b>19000</b>	<b>19000</b>	<b>19000</b>
	<b>Grand Total(a) + (b)</b>	<b>28543</b>	<b>19000</b>	<b>20703</b>	<b>19000</b>

X.

**Details of Tuition fee and Special Fees for MSc Cyber Forensics course fixed by the Govt\***

(Shows the fees including total special fees for two years)

Sl.No.	Description	CPAS Merit seat/ Govt Seat Fee in INR			
		I year		II year	
		I sem	II sem	III sem	IV sem
1	Library Fees	1000	0	0	0
2	Lab Fees	3000	0	0	0
3	Caution Deposit (refundable)	1000	0	0	0
4	Institution Development Fund	1000	0	0	0
5	College Union Fund	400	0	0	0
6	Identity Card	100	0	0	0
7	General Accident and Insurance Policy	23	0	23	0
8	University Union Fund	65	0	65	0
9	Medical Inspection Fees	100	0	0	0
10	Student Welfare	45	0	45	0
11	Matriculation Fees	295	0	0	0
12	Sports Affiliation fee	355	0	355	0
13	Establishment fees	2160	0	1215	0
	<b>Total special fees (a)</b>	<b>9543</b>	<b>0</b>	<b>1703</b>	<b>0</b>
14	<b>Tuition Fees(b)</b>	<b>22500</b>	<b>22500</b>	<b>22500</b>	<b>22500</b>
	<b>Grand Total (a)+(b)</b>	<b>32043</b>	<b>22500</b>	<b>24203</b>	<b>22500</b>

**XI. Details of Tuition fee and Special Fees for MSc Artificial Intelligence course fixed by the Govt\***

(Shows the fees including total special fees for two years)

Sl.No.	Description	CPAS Merit seat / Govt Seat Fee in INR			
		I year		II year	
		I sem	II sem	III sem	IV sem
1	Library Fees	1000	0	0	0
2	Lab Fees	3000	0	0	0
3	Caution Deposit (refundable)	1000	0	0	0
4	Institution Development Fund	1000	0	0	0
5	College Union Fund	400	0	0	0
6	Identity Card	100	0	0	0
7	General Accident and Insurance Policy	23	0	23	0
8	University Union Fund	65	0	65	0
9	Medical Inspection Fees	100	0	0	0
10	Student Welfare	45	0	45	0
11	Matriculation Fees	295	0	0	0
12	Sports Affiliation fee	355	0	355	0
13	Establishment fees	2160	0	1215	0
	<b>Total special fees (a)</b>	<b>9543</b>	<b>0</b>	<b>1703</b>	<b>0</b>
14	<b>Tuition Fees(b)</b>	<b>22500</b>	<b>22500</b>	<b>22500</b>	<b>22500</b>
	<b>Grand Total (a)+(b)</b>	<b>32043</b>	<b>22500</b>	<b>24203</b>	<b>22500</b>

**XII. Details of Tuition fee and Special Fees for MSc Fishery Biology & Aquaculture course fixed by the Govt\***

(Shows the fees including total special fees for two years)

Sl.No.	Description	CPAS Merit seat / Govt Seat Fee in INR			
		I year		II year	
		I sem	II sem	III sem	IV sem
1	Library Fees	1000	0	0	0
2	Lab Fees	3000	0	0	0
3	Caution Deposit (refundable)	1000	0	0	0
4	Institution Development Fund	1000	0	0	0
5	College Union Fund	400	0	0	0
6	Identity Card	100	0	0	0
7	General Accident and Insurance Policy	23	0	23	0
8	University Union Fund	65	0	65	0
9	Medical Inspection Fees	100	0	0	0
10	Student Welfare	45	0	45	0
11	Matriculation Fees	295	0	0	0
12	Sports Affiliation fee	355	0	355	0
13	Establishment fees	2160	0	1215	0
	<b>Total special fees (a)</b>	<b>9543</b>	<b>0</b>	<b>1703</b>	<b>0</b>
14	<b>Tuition Fees(b)</b>	<b>22500</b>	<b>22500</b>	<b>22500</b>	<b>22500</b>
	<b>Grand Total (a)+(b)</b>	<b>32043</b>	<b>22500</b>	<b>24203</b>	<b>22500</b>

**Note:**

1. Fee will be subject to the changes based on the changes made by the CPAS/Govt
2. Examination fee shall be remitted by each student to the university at the time of respective examinations.
3. SC/ST/OEC Students are eligible for fee concession and Govt. Grants as per the existing norms.

**Seat Reservation Norms**

1. Only the candidates of Kerala origin are eligible for claiming seats under reservation.
2. In the case of socially and educationally backward class candidates, the annual family income limit shall be the latest one prescribed by the Government. (Annual income of all members in the family from all sources taken together). They should produce a community and Non-creamy layer certificate issued by the Revenue Officer not below the rank of Village Officer/Tahasildar. In the case of Latin Catholic/Anglo Indians their certificate should specifically exclude the other community
3. Candidates claiming reservation under Scheduled Caste/Scheduled Tribe should obtain Caste/Community Certificate from the Tahasildar concerned.
4. Candidates seeking admission against the seats reserved for SC/ST quota should submit the certificate from the Principal of the College last attended showing whether they had availed fee concession during the academic year. Students from other states should get the fee concession from their respective states. SC/ST candidates are exempted from paying fees other than caution deposit and amenities fund provided they have not availed of such concession for any UG/PG course earlier.
5. The seats unavailed by Scheduled Caste candidates will go to Scheduled Tribe candidates and vice versa. The seats unavailed by SC/ST candidates will go to OEC candidates. The seats that still remain unavailed of will go to Merit Quota.
6. Other Eligible Candidates (OEC) have no separate quota. They will be considered only against the seats unavailed by SC/ST candidates. They should furnish community and income certificate obtained from the Village Officer concerned. For such seats, the annual family income limit shall be the latest one prescribed by the Government.
7. Children of inter-caste married couple claiming communal reservation SC/ST quota should produce community certificate from the Village Officer/Tahasildar. Seats falling vacant under SC/ST quota are mutually transferable.
8. Reservation of seats and relaxation of marks for all courses will be granted based on the Govt./CPAS rules. The existing percentage of reservation is Ezhava/Thiyya-9%, Muslim-8%, Latin Catholic/ Anglo-Indian-3%, Other Backward Christian including SIUC and converts to Christianity from SC-1%, Other Backward Hindus-3%, SC-8%, ST-2%, the ward of Ex-service men-2%, Handicapped-3%. Viswakarma and related communities (VK) 2%, Dheevara and related communities (DE) 2%, Kusavan and related communities (KS) 1% and Kudumbi 1%. Reservation to NCC/NSS candidates will be done according to Govt. Rules.
9. Those who seek admission to the seats that fall under the reserved category shall produce the relevant certificates from the competent authority. In order to prove concession based on caste and financial status, the certificates should be from a Revenue Officer not below the rank of a Tahasildar or Village Officer. No centre change will be permitted for candidates availing admission through regional weightage quota.
10. In the case of SC/ST/OEC students who are admitted under the merit quota the reimbursement of tuition fee will be subject to the decision of the Government.

**HOW TO APPLY**

1. Candidates applying for admission to all courses under School of Technology and Applied

2. Online submission of Application may be made by accessing the website –[www.cpas.ac.in](http://www.cpas.ac.in).
3. Copy of the printout of the Application form must be retained for future reference.
4. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
5. Applicant should ensure the following before sending the printout of the application form:
  - i. All certificates submitted are properly filled in and signed by the competent authority and affixed office seal at specified place.
  - ii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
  - iii. The applicant should select the course/courses which he/she desires to study while applying online.
  - iv. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody till the end of allotment process.
6. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hard copy of the corrected application should be sent to the college.
7. Candidates should send only one application for admission to all UG and all PG courses respectively.

**UG Courses Application fee:** The applicant has to remit **Rs. 800/-** as application Fee by online payment through the payment gateway. **(for SC/ST candidates Rs. 400/-).**

**PG Courses Application fee:** The applicant has to remit **Rs. 1000/-** as application Fee by online payment through the payment gateway. **(for SC/ST candidates Rs. 500/-).**

### **Eligibility:**

1. Those who are awaiting the results of the qualifying examination can also apply. They shall produce the mark list on or before the dates stipulated in the schedule of admissions.
2. There is no age limit for admission.
3. Candidates belonging to SEBC whose total annual family income does not exceed the prescribed limit approved by the Govt will have a relaxation of 3% marks in the qualifying exam. 5% relaxation for OEC candidates. Eligible relaxation in marks for SC/ST candidates.
4. Those who have qualified from Universities other than M G University/Board of Examinations in Kerala/CBSE/ICSE should produce eligibility/recognition certificate from MG University /NOC from the parent University/Board at the time of admission

### **Selection:**

1. All admissions shall be based on merit solely based on the marks of the qualifying examination.
2. Only the courses or their equivalents approved by Mahatma Gandhi University shall be reckoned as eligible qualification.
3. Percentage of marks given is the minimum marks required for Part III Optional Subjects, if not otherwise mentioned.
4. Reservation, concession based on income and community will be allowed according to the rules of the Government.
5. For 50% seats other than Govt merit seats the students will be ranked according to the merit list prepared by STAS and will be called for counselling where they can select the best available course and request for better options.
6. Admission list shall be published at the Main Office of CPAS.
7. The candidates shall log on to the website using the user name and password registered at the time of applying to the courses to view their rank, to download application form and

8. If the candidate fails to appear for the admission counselling or to remit the fee in time he/she will lose the chance.
9. All admissions will be provisional until the CPAS finalizes it.
10. No rounding off of the percentage of marks to the nearest whole number is permitted.
11. The CPAS will not be responsible for delay in communication or late receipt of the memo sent by the institution.
12. Incomplete applications will be rejected.

Candidates shall be transferred to a different centre of study, if CPAS decides to do so. The CPAS reserves the right to cancel/modify the existing rules and to cancel any centre, shift the venue of the centre or amalgamate two or more centres.

### GENERAL INSTRUCTIONS

1. **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
2. **Caution deposit shall be returned on completion of the course** (After adjusting liabilities if any).
3. Students admitted through CAP of the University and the 50% seats filled by the College have to pay the same fees.
4. **SCHEDULE OF REMITTANCE: Fee for the I semester of all the courses are to be remitted at the time of admission.** For all subsequent semesters, fee should be remitted without fine within the Fifth working day of the month of February for the Even semesters and the fifth working day of July for the Odd semesters; and there after within ten days with a fine of Rs. 100/-. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. However, the students are required to remit the fee within the cut-off date mentioned by CPAS.
5. **Mode of payment:** All fee payment should be through **State Bank Collect** link provided in the web site. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.

**The Hon. Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution.**

Last date to apply online and receive the printouts of courses under STAS (CPAS Merit seat)

Courses	Apply Online	Receive print out at the college
UG courses		
PG courses		

### Tentative Dates of Counseling

1. UG Courses :
2. PG Courses :



**CENTREFORPROFESSIONALANDADVANCEDSTUDIES**  
**INSTITUTE OF COMMUNICATION AND JOURNALISM**  
**(ICJ)**

**ADMISSION PROSPECTUS 2024-25**

**Institute of Communication and Journalism, MG University affiliated**  
**Pullarikunnu Campus,**  
**Malloosery P.O,**  
**Kottayam-686041,**  
**Kerala-Phone:0481-2391870,**  
**Mob:9495934263,8078172570**

**ADMISSION 2024-25**  
**DETAILS OF THE SELF-FINANCING COURSE CONDUCTED BY**  
**INSTITUTE OF COMMUNICATION AND JOURNALISM (ICJ)**

<b>PG COURSE – Affiliated to Mahatma Gandhi University</b>				
<b>Sl. No.</b>	<b>Name of the Course</b>	<b>Duration</b>	<b>Eligibility</b>	<b>Selection</b>
1	MA JMC (Master of Arts in Journalism and Mass Communication)	2 years	45% marks in any Degree (aggregate total of all parts) for SC/ST: 5% relaxation in the marks. Admission: On merit basis	Allotment for 50% seats will be made by the Mahatma Gandhi University PG-CAP and rest 50% will be from the rank list prepared by the CPAS based on the marks of the qualifying Exam.

**How to apply:**

1. Candidates applying for admission to the course under Institute of Communication and Journalism should apply online and send a printout to the Principal, ICJ, Pullarikunnu Campus, Malloosery, and Kottayam 686 041 on or before the last date mentioned.
2. Online submission of Application may be made by accessing the website – [www.cpas.ac.in](http://www.cpas.ac.in) or [www.icjkottayam.com](http://www.icjkottayam.com)
3. Copy of the printout of the Application form must be retained for future reference.
4. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
5. Applicants should ensure the following before sending the printout of the application form:
  - i. All supporting documents submitted should be properly filled in and signed by the competent authority and affixed office seal at specified place.
  - ii. Copies of all certificates enclosed should be self-attested by the candidate.
  - iii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
  - iv. The applicant should select the course/courses which he/she desires to study while applying online.
  - v. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody for all future online activities such as payment of fees, etc.
6. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hard copy of the corrected applications should be sent to the college.
7. Candidates should send only one application for admission to all UG and all PG courses respectively.

**Registration fee:** The applicant has to remit **Rs.800/-** as application Fee by online payment through the payment gateway. **(for SC/ST candidates Rs.400/-)**.

**Mode of payment:** All fee payment should be through **State Bank of India**, through the link provided in the web site. The fee shall be paid using Credit/Debit card or NetBanking or at SBI, with the challan generated from the online transaction. The receipt should be attached with the application form.

#### **4. Selection:**

- ▲ All admissions shall be based on **merits** solely based on the marks of the qualifying examination.
- ▲ Only the courses or their equivalents approved by Mahatma Gandhi University shall be reckoned as eligible qualification.
- ▲ Percentage of marks given is the minimum marks required for Part III Optional Subjects, if not otherwise mentioned.
- ▲ Reservation, concession based on income and community will be allowed according to the rules of the Government.
- ▲ For 50% seats other than Government merit seats, the applicants will be ranked according to the merit list prepared by ICJ and will be called for counseling.
- ▲ Admission lists shall be published at Institute of Communication and Journalism.
- ▲ The candidates shall log on to the website using the username and password registered at the time of applying to the courses to view their rank, to download application form and counseling memo, and for other information. The schedule shall be published in the site. Candidate should appear for the admission counseling at their own expense.
- ▲ **If the candidate fails to appear for the admission counseling or to remit the fee in time he/she will lose the chance.**
- ▲ All admissions will be provisional until the CPAS finalize it.
- ▲ No rounding off of the percentage of marks to the nearest whole number is permitted.
- ▲ The CPAS will not be responsible for delay in online communication regarding admission counseling.
- ▲ Incomplete applications will be rejected.

#### **Reservation Quota**

Reservation of seats and relaxation of marks for all courses will be granted based on the Govt./CPAS rules. The existing percentage of reservation is Ezhava/Tamiya-9%, Muslim-8%, Latin Catholic/Anglo-Indian-3%, Other Backward Christian including SIUC and converts to Christianity from SC-1%, Other Backward Hindus-3%, SC-8%, ST-2%, the ward of Ex-servicemen-2%, Handicapped-3% Viswakarma and related communities (VK) 2%, Dhevara and related communities (DE) 2%, Kusavan and related communities (KS) 1% and Kudumbi 1%. Reservation to NCC/NSS candidates will be done according to Govt. rules.

Those whose seek admission to these seats that fall under the reserved category shall produce the relevant certificates from the competent authority. In order to prove concession based on caste and financial status, the certificates should be from a Revenue Officer not below the rank of a Tahsildar or Village Officer.

## CPAS Feesstructure 2024

Sl No	Description	GENERAL(Rs.)			
		1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	3 <sup>rd</sup> Sem	4 <sup>th</sup> Sem
1	Admissionfee	1,000	0	0	0
2	Establishment Fee	2460	0	2,260	0
3	Library	200	0	0	0
4	CautionDeposit(refundable)	1,000	0	0	0
5	CollegeUnionFund	400	0	0	0
6	UniversityUnionFund	60	0	0	0
7	GeneralAccidentandInsurancefund	23	0	0	0
8	Studentswelfarefund	40	0	0	0
9	Identitycard	100	0	0	0
10	Sportsaffiliationfee	240	0	0	0
11	InstitutionDevelopmentfund	1,000	0	0	0
12	<b>TotalSpecialfees</b>	<b>7523</b>	<b>0</b>	<b>2,260</b>	<b>0</b>
13	Tuitionfee	20,000	20,000	20,000	20,000
	<b>Grand Total</b>	<b>27,523</b>	<b>20,000</b>	<b>22,260</b>	<b>20,000</b>

### FeeStructureforSC/ST/OECstudents

Sl. No	Particulars	I Sem	II Sem	III Sem	IV Sem
1	AdmissionFee	1,000	Nil	Nil	Nil
2	InstitutionDevelopment Fund	1,000			
3	CautionDeposit(refundable)	1,000	Nil	Nil	Nil
4	Identitycard	100			
	<b>GrandTotal</b>	<b>3,100</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

### Location

3kmfromKottayamRailwaystationie. 1kmfromVarisseryJunctionintheKottayam–Kudayampadyroute.

Datestoremember.

### 1. LastdatetoapplyonlineandreceivetheprintoutofcourseunderMAJMC

Course	Applyonline	Receiveprintoutatthecoll ege





# Centre for Professional and Advanced Studies

Prospectus

2024-25

## University College of Engineering Muttom, Thodupuzha

Idukki-685587

Website: [www.ucet.ac.in](http://www.ucet.ac.in)

Email: [principal@ucet.ac.in](mailto:principal@ucet.ac.in), [ucetdp@cpas.ac.in](mailto:ucetdp@cpas.ac.in) Phone

Office: 04862 256222

Principal: 04862256534

**University College of Engineering (UCE)**, located near Thodupuzha, is a premier institute of Engineering and Technology which is being run and managed by the Centre for Professional and Advanced Studies (CPAS) Kottayam, Kerala. This institute started functioning in 1996 at Thodupuzha and was later moved to its own campus at Muttom in May 2002. The programmes conducted by the college have been approved by the All India Council for Technical Education (AICTE), New Delhi. The courses have been affiliated to APJ Abdul Kalam Technological University since 2018 admission.

## **Vision, mission and objectives of the institution**

**Mission:** Quality education and research improves the quality of life.

**Vision:** Ensuring an environment friendly and technologically advanced society through the pursuit of engineering education and research. Also support students in career placements by giving them appropriate training.

### **Objectives:**

To be a centre of excellence in engineering education.

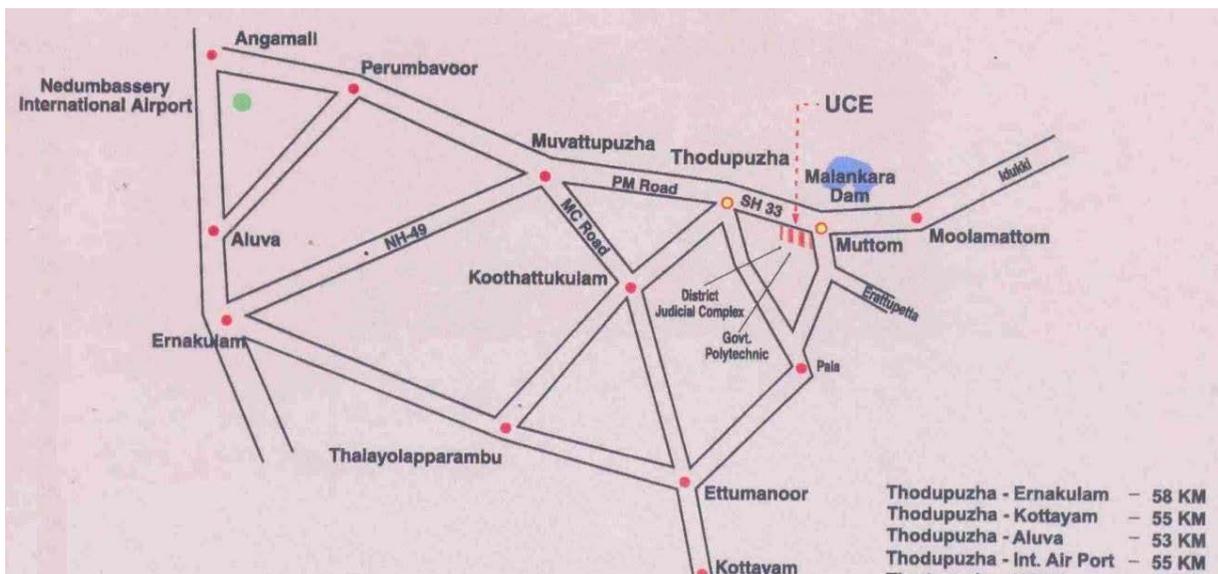
Foster effective capabilities to develop high quality technical and scientific manpower.

Instill communicative and character skills to excel in leadership roles.

Support students in career placements by giving the map propriatetraining.

## **UCE Campus Location**

The college campus is located at a picturesque place spread over 25 acres of land at Muttom, 8 km from Thodupuzha, by the side of State Highway No 33. The nearest attraction is the **Malankara Dam** which is constructed across the waters from the tailrace of Moolamattom Power House. The main entrance to the dam is very close to the main gate of the college; just 20 meter away across the road.





**Malankara Dam**

## **B.Tech.Programmes Conducted byUCE**

	Sanctioned seats (1 <sup>st</sup> year)	Lateral Entryseats (2 <sup>nd</sup> year)
1.ComputerScience&Engineering	60	6 + *
2.Electrical&ElectronicsEngineering	60	6 + *
3.Electronics &CommunicationEngineering	60	6 + *
4.Polymer Engineering	60	6 + *
5.ComputerScience&Engineering(Cyber Security)	60	6 + *
6.ArtificialIntelligenceandData Science	60	

\* Lapsedseatsin<sup>1</sup>year

## **Computer Science &Engineering**

The branch is designed to keep students at pace with the practical field. It is our objective that student should be able to pursue advanced studies in Computer Science on a competitive universal basis. The focus is on holistic learning and empowering students to make significant contributions at all levels through theory classes, laboratory sessions, seminar presentations and project work. The system of electives gives choices for students to develop expertise in their area of interest. The course is intended to cater to the ever changing demands of software

## Electrical & Electronics Engineering

This branch was introduced in 2002. In a short period, the department has turned out to be an enviable asset of the college with its dedicated and supportive faculty, good laboratory facilities, hardworking and energetic students. The department aims to equip the students with advanced knowledge in the field of Electrical and Electronics Engineering as well as professional skills necessary to face the challenges of the future.

## Electronics & Communication Engineering

While fulfilling the requirements of the syllabus prescribed by the University, the programme goes much further and offers students the opportunity to work on diverse hard ware and software platforms. The curriculum is designed so as to give adequate emphasis on the Analog and Digital processing of information. The core programme is supplemented and further reinforced by a well-chosen set of elective courses.

## Polymer Engineering

This branch is unique in the field of Polymer science and technology education in the country. The B.Tech. Polymer Engineering course was started to meet the requirements of rubber and plastic industries. Polymer Engineering is a field that is growing every moment and has greater scope in future. The students are professionally trained in various industries in and out of the state, thereby nourishing themselves with the skill and expertise. Most of the alumni are in key positions in various industries as well as in Government undertakings.

## Computer Science & Engineering (Cyber Security)

This is a unique programme, which imparts knowledge about processes and practices designed to protect networks, computers, programs and data from attack, damage or unauthorized access. The programme addresses the underlying need for cyber experts as the country is heading towards an internet explosion mostly fueled by e-commerce, e-banking, e-governance and social media. This course seeks in-depth specialization in the fields of cyber security, cyber threat intelligence and digital forensics. One can gain advanced and in-depth knowledge of penetration testing, cyber forensics, and malware analysis and software vulnerability.

## Artificial Intelligence and Data Science

Artificial Intelligence and Data Science is the science and engineering of making intelligent machines, especially intelligent computer programs. It is concerned with getting computers to do tasks that would normally require human intelligence. AI systems are basically software systems (or controllers for robots) that use techniques such as machine learning and deep learning to solve problems in particular domains without hard coding all possibilities in software. Due to this, AI started showing promising solutions for industry and businesses as well as our daily lives.

## First Year Admission - Govt. Seat

The Commissioner for Entrance Examinations (CEE), Govt of Kerala admit students in the Govt seats (95%). Vacant seats (if any) after CEE admission will be filled by Spot Admissions as per directions of the Govt. The eligibility for admission is briefed below. For details visit the prospectus of KEAM 2022.

Rank secured in KEAM entrance exam

Pass the Higher Secondary (or equivalent) Exam, with at least 45% (40% in the case of candidates belonging to SC/ST/SEBC/PD) marks in Physics, Mathematics and Chemistry put together.

If the candidate has not studied Chemistry, the marks obtained in Computer Science shall be considered. If the candidate has not studied Chemistry and Computer Science, the marks obtained in Biotechnology shall be considered. If the candidate has not studied Chemistry, Computer Science and Biotechnology, the marks obtained in Biology shall be considered.

## **First Year Admission-NRI Seat**

In each branch, three seats are reserved for students sponsored by Non-resident Indians (NRI). Also, vacant seats (if any) remaining after CEE admission will be filled from NRI students as per directions of the Govt. The eligibility is given below.

Candidates who have passed higher secondary (or equivalent) exam with 45% marks in Physics, Mathematics and Chemistry put together.

Entrance Rank is not required.

### **Other Information about NRI seats**

1. The admission will be based on a ranklist prepared on the basis of marks of qualifying exam. No rounding off of the percentage marks to the nearest whole number is permitted.
2. Candidates seeking admission in NRI quota shall visit [www.cpas.ac.in](http://www.cpas.ac.in) to apply online before the deadline.
3. Candidates applying for NRI quota shall remit an application fee of Rs 800/-.
4. The applicants shall submit the following documents at the time of admission. Sponsorship certificate, Employment certificate, certificate regarding relationship with the applicant, copies of valid passport and valid visa of the sponsor, etc.
5. No request for change from NRI quota to general category will be considered in future.
6. If the candidate fails to appear for the admission counseling or remit the fee in time, he/she will lose the chance.
7. The unfilled seats in NRI quota will be converted into general category.

## **Lateral Entry (Second Year) Admission**

The admission will be conducted based on the rank list prepared by the Entrance Officer, Govt of Kerala. The vacant seats (if any) after Govt. admission will be filled by spot admission.

Candidates who have passed the following examinations with at least 45% marks (40% in the case of candidates belonging to SC/ST/SEBC) are eligible for writing the entrance examination. The final year students satisfying the above criteria are also eligible to write the entrance exam subject to the condition that they will produce the Qualifying Certificate at the time of admission.

Diploma in Engineering/Technology

D.Voc.(Vocational Diploma)

10+2 examination with Mathematics as a subject and passed B.Sc. degree

More details are given in the prospectus of B.Tech. Lateral Entry course, published by the Govt. of Kerala.

## Tuition Fee Waiver (TFW) Scheme

Up to 5% of the sanctioned intake per course shall be available for TFW scheme as per the direction of AICTE. These seats are supernumerary in nature. In the case of first year admission, these seats are filled by the CEE, based on merit of students and annual income of parents. The selected students need not pay tuition fees. But they shall pay all other fees. Candidates admitted under TFW scheme will not be allowed to change college/course.

## CPAS Scholarship scheme

Two seats in each B.Tech. branch of this college are reserved for admitting meritorious students (below 10000 rank in KEAM rank list) with the same tuition fee charged by the Government Engineering Colleges in Kerala.

### Fees of General Category/NRI Students

Item	Rs	Remarks
Admission fee	800	One time
Caution Deposit (Refundable, after adjusting liabilities)	5000	One time
Special fee*	3870	1 <sup>st</sup> year
	2030	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> years
Tuition fee- <b>General seat</b>	40000	Per year
Tuition fee- <b>NRI seat</b>	75000	Per year

### \*Special Fees

Item	Fee
Lab fee	300
Library fee	150
Stationery fee	60
Game fee	120
Exam fee	100
College union fee	130
Magazine fee	100
Student amenities	60
Department association fee	100
Career guidance & placement	250
Student insurance	80
Medical fee	50
Establishment charges 1 <sup>st</sup> year	2370
Establishment charges 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> years	530
<b>Total-1<sup>st</sup> year</b>	<b>3870</b>
<b>Total-2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> years</b>	<b>2030</b>

## **General Information**

1. SC/ST/OEC students get E-Grantz scholarship as per Govt.norms.
2. SC/ST/OEC students are exempted from examination fee as per Govt.norms.
3. GENERAL/SEBC students get scholarships through E-Grantz based on annual income.
4. Children of Fishermanget full scholarships through E-Grantz, so as to cover the entire fees (excluding caution deposit and PTA contribution).
5. Caution deposit shall be returned only on the completion of the course, after adjusting liabilities, if any.
6. **How to remit the fees:** All fee payment should be through State Bank Collect link provided on the CPAS website. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.
7. **Schedule of remittance:** Fee for the first semester is to be remitted at the time of admission. For all subsequent semesters, fee should be remitted as per the circular from CPAS. Fine will be levied after the last date.
8. The examination fee shall be remitted by each student to the university at the time of respective exams.

### **Placements and Training at UCE**

The Placement and Training Cell of UCE is headed by a senior faculty member. The cell concentrates on the following: Conducting Aptitude Tests- Numerical, Logical Reasoning, Verbal Ability etc., Conducts Technical Aptitude Tests, Group Discussion Training, Preparation for GATE and CAT, Mock-tests by reputed firms, Personality Development Programmes, Communication Skill Development, Interview Training, co-ordinates various Campus Placement Pool Drives by Multinational Companies in addition to Pre-Placement Training activities. The cell also facilitates associations with industries

/Industrial Training which helps in bridging Industry- Academia Gap.

### **Warning against Ragging**

As per Supreme court/AICTE/UGC directions, if a student is found guilty in a ragging complaint, it will be viewed seriously and stringent disciplinary action will be taken, including expulsion from the college.



**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES,  
KOTTAYAM  
COLLEGES OF TEACHER EDUCATION.  
(Cs.T.E.)**

**PROSPECTUS 2024-2025**

info@cpas.ac.in www.cpas.ac.in

CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES,  
KOTTAYAM

(Established by the Government of Kerala)

**Colleges of Teacher Education**

(Affiliated to Mahatma Gandhi University)

PROSPECTUS 2024-25

FOR ADMISSION TO B.Ed. DEGREE

PROGRAMME 2024-2025

1. INTRODUCTION

Prospectus for admission to the B.Ed. Degree Programme in Colleges of Teacher Education (CsTE) Under C.P.A.S for the academic year 2024-2025 is published herewith. It contains general information and rules relating to the admission to the B.Ed. Degree Programme 2024 -2025 in C.P.A.S-Colleges of Teacher Education (CsTE) affiliated to the Mahatma Gandhi University, Kottayam.

2. PROGRAMMES, INSTITUTIONS AND SEATS

Details of the Programme and duration

This is a programme leading to the Bachelor's Degree in Education. The programme extends for a period of two years comprising four semesters. The course of study shall be by regular attendance for the requisite number of lectures and practical training as per Mahatma Gandhi University Regulations for the B.Ed. programme.

Institutions and Subjects for the B.Ed. Programme

Centre for Professional and Advanced Studies has 12 Colleges of Teacher Education (Cs.T.E.). The list of Colleges of Teacher Education (CsTE) to which admissions are to be made, the subjects offered in each institution and the total number of seats are given below:

Table 1-Details of B.Ed. courses conducted by C.P.A.S Colleges of Teacher Education

Colleges with Postal Address, Telephone Number and Subjects Offered	No. of Seats
1. College of Teacher Education, Elanthoor Vocational Higher Secondary School Campus, Elanthoor, Pathanamthitta., PIN 689 643, Tel.No.0468-2362392, Mob: 9747904651 Subjects Offered: Hindi, Mathematics, Natural Science, Physical Science, Social Science	50
2. College of Teacher Education, Erattupetta. Govt. Higher Secondary School Campus , Erattupetta Kottayam Dist., PIN 686 121 –Tel.No.0482-2275781, Mob:9446121341 Subjects Offered: Commerce, Malayalam, Physical Science, Social Science, Natural Science	50

<p>3. College of Teacher Education, Kanjirappally. Govt. High School Campus, Petta, Kanjirappally, Kottayam Dist., PIN-686 507 Tel.No.04828-202952, Mob: 9496555501 Subjects Offered: English, Mathematics, Natural Science, Physical Science, Social Science</p>	50
<p>4. College of Teacher Education, Kudamaloor. Govt. High School Campus, Kudamaloor, Kottayam Dist-686 017 TelNo. 0481-2391264, Mob:9497792417 Subjects Offered: Malayalam, Mathematics, Natural Science, Physical Science, Social Science</p>	50
<p>5. College of Teacher Education, Kumily. Amaravathy.P.O, Kumily –685 509 Tel.No.04869- 222839, Mob:9446288278 Subjects Offered: Malayalam, Mathematics, Natural Science, Physical Science, Social Science</p>	50
<p>6. College of Teacher Education, Muvattupuzha. Govt. Model High School Campus, Muvattupuzha, Ernakulam Dist.-686 661 Tel.No.0485-2833850, 2960850, Mob: 9446360667 Subjects offered: English, Natural Science, Physical Science, Social Science, Hindi</p>	50
<p>7. College of Teacher Education, Nedumkandam. Panchayath U.P. School Campus, Nedumkandam, Idukki Dist.- 685553, Tel No. 04868-232616, Mob: 9061189898 Subjects offered: English, Mathematics, Natural Science, Physical Science, Malayalam</p>	50
<p>8. College of Teacher Education, Paippad Govt. High School Campus, Paippad, Changanachery, Kottayam Dist-686 537, Tel.No.0481-2441217, Mob: 9497615622 Subjects Offered: Hindi, Mathematics, Natural Science, Physical Science, Social Science</p>	50
<p>9. College of Teacher Education, Thodupuzha. Govt. Boys High School Campus, Thodupuzha, Idukki Dist., PIN 685585, Tel.No.0486-2227204, M9o44b6: 1924143741124470 Subjects Offered: Malayalam, Mathematics, Physical Science, Natural Science, Social Science</p>	50
<p>10. College of Teacher Education, Thottakkad, Champakara P O, Kottayam Dist-686540, Tel.No.0481-2486457, Mob: 8281632126 Subjects Offered: English, Malayalam, Natural Science, Physical Science, Social Science</p>	50
<p>11. College of Teacher Education, Tripunithura. Near Govt. Boys High School Campus, Vaikom Road, Trippunithura, Ernakulam Dist-682 301, Tel.No.0484 – 2784656, Mob: 9447150100 Subjects offered: Malayalam, Mathematics, Physical Science, Sanskrit, and Social Science</p>	50

12. College of Teacher Education, Vaikom Govt. Girls High School Campus, Vaikom, Kottayam Dist., PIN 686 141, Tel.No.04829-231917, Mob: 9605589568 Subjects Offered: Malayalam, Commerce, Physical Science, Natural Science, Social Science	50
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### 3. CATEGORIZATION OF SEATS AND RESERVATION

Seats available in C.P.A.S Colleges of Teacher Education (CsTE) are Merit Seats only. Fifty percentage of the total seats shall be filled by the C.P.A.S, provided they satisfy the eligibility conditions prescribed by the M.G. University and CPAS. The remaining 50% of the seats under Merit quota will be filled up through M.G.U.C.A.P. allotment. Both type of allotments is on the basis of merit and by following the reservation policy of State Government, as detailed below. Reservation of seats and relaxation of marks will be granted based on the rules of the Government. The existing percentage of reservation is:

Sl.No.	Category	Percentage	
(A)	State Merit (SM)	50%	
(B)	Socially and Educationally Backward(SEBC) Classes	30%	
a.	Ezhava (EZ)	9	
b.	Muslim (MU)	8	
c.	Other Backward Hindu (OBH)	3	
d.	Latin Catholic and Anglo Indian(LA)	3	
e.	Dheevara and Related communities (DV)	2	
f.	Viswakarma and related communities (VK)	2	
g.	Kusavan and related communities (KN)	1	
h.	Other Backward Christian (BX)	1	
i.	Kudumbi (KU)	1	
(C)	Scheduled Castes and Scheduled Tribes	10%	
a.	Scheduled Castes (SC)	8	
b.	Scheduled Tribes (ST)	2	
(D)	Economically Weaker Sections (EWS)in General Category	10%	

The seats under the State Merit (SM) will be filled purely on merit basis irrespective of the category /Community to which the candidates belong.

#### 4. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

- (i) Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required.
- (ii) The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstances.

4.1.1 Claim for Communal reservation under 'Socially and Educationally Backward Classes' (SEBC): Reservation of seats to the Socially and Educationally backward Classes will be in accordance with the provisions contained in G.O.(P)208/66/Edn. dated 2.5.1966, as amended from time to time. The names of the castes and communities under SEBC are given in Annexure IV.

- (a) Candidates belonging to socially and Educationally Backward Classes as per G.O. (P) 02/2019/BCDD dated 08.03.2019, who belong to the non-creamy layer are eligible for reservation under this category. The non-creamy layer certificate should have been issued not earlier than 12 months prior to the submission of application. Only the claims of the candidates of those communities that are included in the list of communities appended in the Prospectus will be considered.
- (b) Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both 'Community' and 'Income Certificates' or non-creamy layer certificate obtained from the Village Officer concerned. The digital copy of the above certificates should be uploaded during submission of online application. Candidates who belong to the non-creamy layer are eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

#### 4.1.2. Claim for Reservation under Kerala Scheduled Castes/Kerala Scheduled Tribes Quota

- (a) Candidates claiming reservation under Kerala Scheduled Castes/ Kerala Scheduled Tribes Quota should obtain caste/community certificate from the revenue authorities concerned. The names of castes and communities are given in Annexure I&II. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community certificate from Village Officer along with a copy of the gazette notification.
- (b) Claim of OEC candidates against the un-availed seats of SC/ST candidates: Other Eligible Community (OEC candidates) who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates or non-creamy layer certificate obtained from the revenue authorities concerned. The names of castes and communities are given in Annexure III. Those OEC candidates whose annual family income is up to Rs. 8 lakhs alone are eligible for such seats.

#### OTHER GENERAL RULES FOR MANDATORY RESERVATION:

The seats unavailed by the SC candidates will be diverted to ST candidates and vice versa.

The unavailed seats reserved for SC/ST shall be re-notified through print media. If such seats are remaining vacant even after re-notification, these shall be filled as detailed below: -

- (i) The unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belonging to SEBC. The seats that further remain unfilled shall go to open quota.
- (ii) The unfilled vacancies shall be filled from the rank list of applicants belonging to the same backward/minority communities. If seats still remain vacant, the same will be filled as per clause
- (iii) 4.2.1 (i). The College authorities should report such vacancies to the University within the stipulated time.

4.3 Reservation for Persons with Disabilities (PD): 5% seats of the sanctioned strength shall be reserved in all affiliated institutions exclusively for candidates with benchmark disability (as per clause 32 (l) of chapter VI, The Rights of Persons with Disabilities Act, 2016). If candidates are not available in a particular category, the seats shall not be filled from any other categories.

‘Person with disability’ means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible 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. The permanent disability card has a lifelong validity when issued to a disabled person - above the age of 18 years. For disabled children below 18 years of age, the card is required to be updated once in every five years. Based on the details furnished in the online application, candidates will be provisionally included under the “Differently Abled” category. Candidates seeking admission under PD category should upload with their application form, an attested copy of the ‘Certificate of disability’ issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

Only Blind and Orthopedically handicapped candidates are eligible to apply to the PD Quota. The selection of candidates under this category will be based on the rank in the inter-se-merit list  
and not on the basis of the degree of disability.

4.4. NRI quota- Five (5) seats in each C.T.E. are reserved for students sponsored by Non-Resident Indians

(NRIs) and the admission will be on the basis of a separate rank list. Those who seek admission to NRI quota should remit additional fee of Rs. 2500/- towards application fee. NRI candidate should be prepared to pay fees in US dollars or equivalent sum in Indian currency. Foreign nationals will also be considered under NRI category.

Along with the filled in application form, NRI candidate and parent/guardian (sponsor) should submit a joint declaration on stamp paper worth Rs. 200/- stating that they may

be considered under the NRI quota only and they are willing to pay the NRI fees either in US dollars or equivalent currency, throughout the course of study and also that no request for change from NRI quota to general category, shall be made in future. NRI candidate should submit sponsorship certificate, copy of passport and Employment Certificate attested by the consulate/Embassy, and certificate to prove relationship with the student at the time of admission. No request for transfer from NRI quota to general category will be entertained by the CPAS.

#### 5. ELIGIBILITY FOR ADMISSION

Age Limit: There is no age limit for applying to various B Ed programmes. Academic eligibility should be satisfied as on the last date for submission of academic data.

No candidate shall be admitted to the B Ed Degree programme unless he/she possesses qualification and minimum requirement thereof.

If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later, admissions shall be denied or he/she shall be expelled from the educational institution.

5.1.3.(i) Candidates should have passed the corresponding Degree Examination under the 10 + 2 + 3 pattern with one core/main subject and two complementary/subsidiary subjects from any of the Universities in Kerala or of any other University recognized by Mahatma Gandhi University as equivalent thereto for admission, subject to the stipulation regarding marks.

OR

(ii) Candidates who have passed Degree examination with Double/Triple main are eligible for admission to B Ed in any of the subjects they have studied as their Core/main. However, they have to submit copy of the Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that, their Qualifying Examination is recognized for seeking admission to the relevant B Ed Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

(iii) Candidates who have undergone five-year Integrated Programme in Science/Arts are also eligible for admission for B.Ed. They have to submit programme wise eligibility / equivalency certificate from Mahatma Gandhi University stating that, their Qualifying Examination is recognized for seeking admission to the relevant B Ed Degree Course(s) as applicable, at the time of admission.

(iv) B.A./B.Sc. (Hon) Degree course in the subjects concerned are eligible for B.Ed degree admission

(v) The minimum requirements for admission<sup>1</sup> to B Ed Degree Programmes are:

	Graduates who have passed qualifying examination in CBCSS (2009) pattern - Four Point Scale	Graduates who have Passed qualifying examination in CBCSS(2013/2017) pattern -Seven Point Scale	Graduates who have Passed qalifying examination in other patterns
(a)	Science & Arts		
	Graduation with not less than CGPA of 2.00 out of 4.00 in the Core Group(Core +Complementary + open Courses) Or Graduation with not less than CGPA of 2.00 out of 4.00in aggregate.	Graduation with not less than CCPA of 5.00out of 10.00 in the Core Group (Core + Complementary +Open Courses) Or Graduation with not less than CCPA of 5.00 out of 10.00 in aggregate.	Graduation with not less than 50% marks in the Part IIIsubjects (Main/Core+ + subsidiaries/Complementaries). Or Graduation with not less than 50% marks in aggregate.

OR

50% Marks in M. A/ M.Sc. /M.Com

The Open course under core group is taken only for reckoning the eligibility for applying for the B Ed programmes concerned. But a candidate cannot apply for the respective B.Ed. programmes solely on the basis of the open course only

Subject to fulfilling of eligibility criteria for individual programmes

Relaxation in Marks in the qualifying examination:

Kerala Scheduled Caste/Scheduled Tribe Category: The minimum requirement for admission to B Ed programmes is a pass in the qualifying examination for the Kerala Scheduled caste /Scheduled tribe category.

SEBC Category: A relaxation of 3% marks in the qualifying examination from the prescribed minimum is allowed (See Annexure I (d) ) i.e. CGPA of 1.88 for CBCSS (2009), CCPA of 4.7 for CBCSS (2013/2017), applicants and 47% marks for pre-CBCSS applicants for admission to B.Ed programmes

OEC Category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed (See Annexure I (c) i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013/2017) applicants and 45%marks for pre - CBCSS applicants for admission to B Ed programmes.

Persons with Disability category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013/2017) applicants and 45%marks for pre - CBCSS applicants for admission to B Ed programmes.

## 6. CHOICE OF OPTIONAL SUBJECTS.

The optional subject for the B. Ed. course should be the same as the one, which the student has selected as main subject for graduation, or the main subject for graduation conventionally recognized to be coming under the optional chosen. In case, the main subject is different from or conventionally considered as not coming under the optional opted for admission, Eligibility Certificate from Mahatma Gandhi University should be furnished along with the application.

Eligibility for different Optional subjects: Candidates seeking admission to the B. Ed. Course in a subject/stream will have to satisfy the academic eligibility applicable to the subject/stream.

### Languages

- (a) English: B.A. Degree with English language and Literature/Functional English/B.A. Communicative English with 50% (CGPA of 2) Mark in Part III or in aggregate or 50% Marks in M.A English language and Literature/ Functional English/ Communicative English or B.A. /B.Sc. with 50% (CGPA of 2) of marks for Part I English and not less than 50% marks for Master's Degree in English Language and Literature.
- (b) Malayalam: B.A. Degree with Malayalam Language and Literature with 50% (CGPA of 2)marks in Part III or in aggregate or 50% Marks in M.A Malayalam Language and Literature or B.A./ B.Sc. with 50% of marks (CGPA of 2) for Part II Malayalam and not less than 50% marks for Master's Degree in Malayalam Language and Literature.
- (c) Hindi: B.A. Degree with Hindi language and Literature/Functional Hindi with 50% marks (CGPA of 2) in Part III or in aggregate or Hindi language and Literature or B.A./B.Sc. with 50% of marks for Part II Hindi and not less than 50% marks for Master's Degree in Hindi Language and Literature.
- (d) Sanskrit: B.A. Degree with Sanskrit Language and Literature with 50% (CGPA of 2) mark

sinPartIIIorinaggregateor50%M<sup>1</sup>arks in M.A Sanskrit Language and Literature or B.A./ B.Sc. with 50% of marks (CGPA of 2) for Part II Sanskrit and not less than 50% marks for Master's Degree in Sanskrit Language and Literature.

Note: Candidates applying for the course under the language stream with a Bachelor's Degree in the subject concerned will be ranked first in that particular stream. Candidates applying for the course under any language stream based on Part I/ Part II at under graduate level and having PG Degree in the same subject as in Part I/ Part II will be ranked only after that.

#### Other Optionals

(a) Mathematics: B.Sc. Degree with Mathematics/Statistics/Applied Statistics as main, with 50% marks (CGPA of 2) in Part III or in aggregate or 50% marks in M.Sc. Mathematics/Statistics/Applied Statistics/Operational Research. Candidates with Statistics/Applied Statistics/Operational Research should have studied Mathematics as one of the subjects at degree level.

(b) Physical Sciences: B.Sc. Degree with Physics/Chemistry/Polymer Chemistry/Geology/Petrochemicals/Bio-Chemistry/Industrial Chemistry/Electronics with Computer Hardware/ Physics (Instrumentation) /Physics Model III (Electronic Equipment Maintenance), Chemistry (Environment and Water Management)/ Electronics with 50% marks (CGPA of 2) in Part III or in aggregate or 50% marks in M.Sc. Physics /Chemistry/ Polymer Chemistry/ Geology/ Petrochemicals/ Bio Chemistry/ Industrial Chemistry/ Electronics. The Candidates should have studied Physics or Chemistry as one of the subjects at degree level.

Natural Sciences: B.Sc. Degree with Botany/Zoology/Bio-Chemistry/Plant Science/Home Science/Psychology with Zoology or Botany as

subsidiary/Aquaculture (with Bio-Chemistry and Zoology as Subsidiaries)/ Biotechnology/Microbiology/Biological Techniques and Specimen Preparation (with Bio- chemistry and Zoology as subsidiaries), Food Science and Quality Control, Zoology with Sericulture (Botany as compulsory/subsidiary subject at graduate level) with 50% marks (CGPA of 2) in Part III or in aggregate or 50% marks in M.Sc. Botany/Zoology/Bio-Chemistry/ Plant Science/Home Science/Psychology. They should have studied Zoology/Botany/Bio-Chemistry/Psychology as one of the subjects in Degree level.

(c) Social Science: B. A. Degree with History/ Arabic and Islamic History/ Geography/ Politics/Economics/Sociology/Philosophy/ West Asian Studies/ B.Sc Degree in Geography with 50% mark (CGPA of 2) in Part III or in aggregate or 50% marks in

MSW/M.A. History/ Arabic and Islamic History/ Geography/ Politics/ Economics/ Sociology/ Philosophy/ West Asian Studies/ Gandhian Studies / International

Relations / Music. Candidates should have studied History/ Economics / Political Science/ Geography / Sociology as one of the subjects at degree level.

(d) Commerce: Candidates who have secured M. Com Degree with not less than 50% Marks (CGPA of 2) alone are eligible for admission to the B.Ed. Course in Commerce. Such candidates are not eligible for admission to any other B.Ed. Course.

#### 7. PREPARATION OF RANKLIST:

The rank list shall be prepared for all subjects except Commerce as detailed below: Under Pre -CBCSS pattern, the following formula should be used to calculate the Index mark.

$$\frac{(\text{Part I} + \text{Part II} + \text{Part III}) + \text{Mark of Core Course /Main Subject}}{(\text{Total Maximum Mark of Part I, Part II and Part III} + \text{Maximum Mark of Core/Main subject})}$$
 The score thus is converted into score out of 1000. The index mark is arrived at after adding/deducting weightage /bonus marks/handicap marks, if any. Under CBCSS (2009) and CBCSS (2013/2017) pattern, the following formula should be used to calculate the INDEX mark. (Programme Grade Point Average x

$$\frac{\text{Programme Credit} + \text{Core Course Grade} \times \text{Core Course Credit}}{(\text{Programme Credit} + \text{Core Credit})}$$

The score thus is converted into score out of 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any.

For Double /Triple main Subjects, only that subject for which the candidate seeks Admission for

B. Ed Programme will be considered for calculating the Index marks. In the case of Integrated Courses, their qualifying examination Mark/CGPA for PG will be considered for admission to B.Ed. In such cases where PG is taken as the Qualifying degree, no additional weightages for PG will be given. For Commerce, marks obtained for the post-graduation in the concerned discipline shall be converted to 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any.

#### 8. BONUS MARKS

The Bonus marks will be awarded as follows:

- a. Bonus mark of 10 shall be awarded to 'B' and 'C' Certificate holders in proof of their high proficiency. For NCC candidates the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the Directorate provided the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programmes. The Claim of these candidates who have participated in NCC/NSS activities prior to the University level programme i.e. Higher Secondary/Plus Two /Vocational Higher Secondary etc will not be taken into account for awarding bonus marks.

- b. Bonus mark of 10 shall be awarded to <sup>1</sup>o NSS Certificate holders. In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately preceding the P.G programmes for which admission sought.
- c. A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-service men seeking admission to the P.G . Programmes. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained 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 the applicant is the son/daughter of ex-service man or an ex-service man himself/herself.
- d. "Weightage for PG will be given in the subject concerned and no weight age will be given if it is in subjects other than the optional subject chosen for B. Ed". A weight age of 15 marks can be given to candidates having PG with 75% marks and above, 10 marks to 60% and above, & 5 marks for 50% and above.
- e. The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC
- f. Sports Weightage- weight age of 1% marks shall be given to the candidates who have represented the University / State / National level in Sports and Games. Rounding of marks of 0.5 and above to the highest figure shall not be done while calculating the percentage of marks for minimum eligibility
- g. Locality weight age- Certain percentage of marks shall be given to the local candidates as locality weight age on production of proper locality certificate from the competent authority. The percentage of marks and the revenue area shall be decided by the Society, and it vests all the rights in implementing and withdrawing the conditions regarding the local weight age.
- i. 10% of the marks obtained for the qualifying examination will be given as weight age to those who belong to Cooperation or Municipal area and 15% of the marks obtained will be given to those who belong to other areas.
- ii. District weight age- A weight age of 2% marks will be given for purpose of ranking candidates who belong to the revenue district in which the college is situated. In case, there is no college in the particular Revenue District under the jurisdiction of the society, the candidates will be eligible for such concessions in the College of Teacher Education of the adjoining district. The candidates claiming weight age under clause (i) are not eligible for concession under this category.

SI NO	COLLEGE	AREA 2	PERCENTAGE OF LOCAL WEIGHTAGE
1	C.T.E. ELANTHOOR	<u>TALUKS</u> ADOOR KONNI RANNI KOZHENCHERRY THIRUVALLA MALLAPPALLY	15%
		<u>MUNICIPALITIES</u>  THIRUVALLA ADOOR PATHANAMTHITTA PANTHALAM	10%
2	C.T.E. ERATTUPETTA	MUNICIPAL AREA OF ERATTUPETA	10%
		POONJAR POONJAR THEKKEKARA THALANADU MOONNILAVE THIDANADU TEEKOY MELUKAVU THALAPPALAM	15%
		KOTTAYAM DISTRICT OTHER THAN THE ABOVE	2%
3	C.T.E. KANJIRAPPALLY	KANJIRAPALLY THALUKKOKKAYAR PERUVANTHANAM VILLAGE	15%
		DISTRICT OTHER THAN THE ABOVE	2%
4	KUDAMALLOOR	MUNICIPAL AREA OF KOTTAYAM	10%
		AREA UNDER KOTTAYAM TALUK	15%
		KOTTAYAM DISTRICT AREA OTHER THAN THE ABOVE	2%
5	C.T.E. KUMILY	KUMILY VANDIPPERITYARPEERMEDU ELAPPARA UPPUATHARA PERUVANTHANAMKOKKAYAR CHAKKUPALLAM VANDENMEDU	15%
		IDUKKI DISTRICT AREA OTHER THAN THE ABOVE	2%

6	C.T.E. MUVATTUPUZHA	ALL PANCHAYATH OF KANAYANNUR TALUK ALL PANCHAYATHS OF KOCHI TALUK ALL PANCHAYATHS OF KUNNATHUNAD TALUK ALL PANCHAYATHS OF ALUVA TALUK ALL PANCHAYATHS OF PARAVUR TALUK ALL PANCHAYATH OF MUVATTUPUZHA TALUK ALL PANCHAYATHS OF KOTHAMANGALAM TALUK	15%
	C.T.E. MUVATTUPUZHA	TRIPUNITURA MUNICIPALITY MARAUD MUNICIPALITY TRIKKAKKARA MUNICIPALITY KOCHICORPORATION PERUMBAVOOR MUNICIPALITY ALUVA MUNICIPALITY ANGAMALIMUNICIPALITY PARAVUR MUNICIPALITY ELUR MUNICIPALITY KALAMASSERY MUNICIPALITY MUVATTUPUZHA MUNICIPALITY PIRAVOM MUNICIPALITY KOTHATTUKULAM MUNICIPALITY KOTHAMANGALAM MUNICIPALITY	10%
7	C.T.E. NEDUMKANDAM	UDUMBUMCHOLA TALUK IDUKKI TALUK DEVIKULAM TALUK	15%
		IDUKKI DISTRICT AREA OTHER THAN THE ABOVE	2%
8	C.T.E. PAIPPAD	AREA UNDER CHANGANACHERRY TALUK KUNNAMTHANAM KAVIYOOR	15%
		KOTTAYAM DISTRICT AREA OTHER THAN THE ABOVE	2%
9	C.T.E. THODUPUZHA	KARIMKUNNAM MUTTOM RAMAPURAM EDAVETTY VELLIAMATTOM	15%
		KODIKULAM UDUMBANNOOR	
		THODUPUZHA MUNICIPALITY	10%
		IDUKKI DISTRICT AREA OTHER THAN THE ABOVE	2%

10	C.T.E. THOTTAKAD	THOTTAKKAD <sup>2</sup> NEDUMKUNNAM PUTHUPALLY MEENADOM VAKATHANAM VAZHOOR MADAPPALLY VELLAVOOR CHIRAKKADAVU KARUKACHAL KANGAZHA	15%
		KOTTAYAM DISTRICT AREA OTHER THAN THE ABOVE	2%
11	C.T.E. THRIPIUNITURA	AREA UNDER TRIPUNITURA MUNICIPALITY	10%
		ERNAKULAM DISTRICT AREA OTHER THAN THE ABOVE	2%
12	C.T.E. VAIKOM	AREA UNDER VAIKOM MUNICIPALITY	10%
		KOTTAYAM DISTRICT AREA OTHER THAN THE ABOVE	2%

- h. Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks. Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below:

Handicap mark of 5 will be deducted from the total rank marks for each additional appearance he/she has taken for completing the qualifying examination. Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.

Wherever letter grades are given for the qualifying examination, the candidate should produce therelevant document so that the grades can be converted into actual marks. In the case of grades where marks range is given, the mid value will be taken for computation of index marks.

Resolving of Tie: In the case of more than one candidate obtaining equal index marks (including weight age/ if applicable), the candidate who has scored more marks in Part III Main will be placedhigher in ranking. If the tie persists the candidate who has scored more marks in Part I common courses/papers English will be placed higher in ranking and if the tie still persists, the marks scored in Part II common course/additional language will be considered. If the tie still persists, the age ofthe candidates will be taken into account, the older being placed higher in the ranking.

Even after this exercise, if the tie persists, the alphabetical order of the first name of the candidateswill be taken into account.

Rounding of marks of 0.5 and above to the highest figure shall not be done while calculating the percentage of marks for minimum eligibility.

## HOW TO APPLY

1. Candidates applying for admission to all courses under College of Teacher Education should apply online and send a printout to the centers concerned on or before the last date.
2. Online submission of Application may be made by accessing the website– [www.cpas.ac.in](http://www.cpas.ac.in).
3. Copy of the printout of the Application form must be retained for future reference.
4. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
5. Applicant should ensure the following before sending the printout of the application form:
  - i. All certificates furnished are properly filled in and signed by the competent authority and affixed office seal at specified place.
  - ii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
  - iii. The applicant should select the course/courses which he/she desires to study while applying online.
  - iv. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody till the end of allotment process.
6. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college.

## 9. REMITTANCE OF REGISTRATION FEE

The applicant has to remit Rs. 800/- as application Fee by online payment through the payment gateway. (for SC/ST candidates Rs. 400/-).

## 10. ADMISSION GUIDELINES

Allotment for 50% seats by admission through the M.G. University Centralized Allotment Process and for 50% seat will be from the rank list prepared by the CPAS. All Admissions shall be based on merit .i.e., solely based on the marks of the qualifying examination.

Candidates applying for admission through CPAS Merit seats (50% of the total seats) should apply online by accessing the website - [www.cpas.ac.in](http://www.cpas.ac.in) or [www.sme.edu.in](http://www.sme.edu.in). And send a printout with copies of certificates uploaded, to the Principal of the College of Teacher Education concerned on or before the last date mentioned. Candidates can apply for more than one optional subject in a college but submit separate online application for each subject. Candidates can apply to more than one college through one online application but send the printout with copies of certificates uploaded, to the College of Teacher Education where the candidate applied. The applicant is fully responsible for the details/marks/grades/credits entered in the online application form. Any disparity in the

entered details/marks/grades/credits/claims noticed at the time of admission will result in the application being summarily rejected.

Candidates applying for admission through Mahatma Gandhi University CAP Merit seats (50% of the total seats) should register online on or before the last date stipulated in the admission schedule by accessing Mahatma Gandhi University Admission website (cap.mgu.ac.in). For C.P.A.S Merit seats, registration in Mahatma Gandhi University B.Ed C.A.P. site is compulsory. The candidate should upload the MGU B.Ed. CAP number on the online application of C.P.A.S.

1. Depute one faculty as Admission Officer for each institution. He/she will be responsible for the admission process. In the case of handling large number of application an admission cell under the admission officer shall be constituted.
  2. Applicants will send a printout of the application submitted online along with copies of certificates uploaded to the colleges concerned
    - a. Application should be verified by the faculty and inform the candidates by mail if data are missing. Provision for online verification is provided in the admission software.
    - b. Register should be maintained to record the verified documents and there should be the name of the faculty, application numbers (range) of documents verified, date of verification, and total number of documents verified, and signature of that faculty.
    - c. Application form should be sorted serially according to the application number and bundled in 100 numbers each.
    - d. Extension of last date for application shall be done only after obtaining prior sanction from the CPAS Director.
    - e. Make sure all relevant data and documents are uploaded.
  3. Make sure candidates listed in the rank list are eligible. Candidates who are not eligible should be identified and removed from the rank list. These applicant details should be recorded in the admission file, stating the reason for the rejection.
  4. Orders of affiliation from Universities/Regulatory Bodies should be collected before admitting students. Copies of the order should be maintained in the admission file.
  5. All correspondences and complaints received shall be filed.
  6. Rank list shall be published only after the approval of the CPAS Director.
  7. After publishing the rank list if there are any anomalies and correction is needed, a request with the required amendment shall be forwarded to the Director CPAS and approval shall be obtained. The modified rank list shall be published after the permission is obtained from the CPAS Director.
  8. All approved rank lists shall be filed.
  9. Admission counselling dates shall be intimated to the candidates by means of SMS, Memo (available in the website), and newspaper.
  10. The counseling schedule shall be published in the C.P.A.S .website.
12. SEAT MATRIX
- Seat matrix of the CPAS merit seats should be prepared by including community reservation and general seat in the ratio 50:50 including EWS. Additionally, NRI seat, and physically handicapped reservation if applicable shall be given. Approval from the

Admission officer shall be obtained at least one week prior to the first admission counseling.

Admission counseling process

- a. Counseling memo shall be collected from the candidates present.
  - b. Sort the memo based on the rank order.
  - c. Admission officer/authorized cell member shall explain the admission procedure to the candidates/guardians.
  - d. Verify the original certificates of the candidates in rank order.
13. **ADMISSION PROCESS: Certificate verification**
11. The Allotment Memo downloaded from the website.
  12. Certificate to prove date of birth.
  13. Transfer Certificate (T.C.) from the Institution last attended and Conduct Certificate.
14. Grade card/ Mark lists of all parts of the Degree examination and Provisional/Degree Certificate.
15. In the case of students from other Universities, Eligibility Certificate from Mahatma Gandhi University specifically stating that, their Qualifying examination is recognized for seeking admission to B.Ed. Degree course (not Higher Studies) in a particular optional subject/in a stream is mandatory at the time of admission to the course.
- a. Migration Certificate, if applicable.
  - b. Caste certificate from the revenue authorities concerned in the case of SC/ST candidates. Any other documents required to be produced before the Head of Institution.
  - c. Community Certificate along with non-creamy layer certificate (as per Government rules) from the revenue authorities concerned in the case of SEBC candidates who claim reservation under SEBC category. The non-creamy layer certificate should not have been issued earlier than 12 months prior to the submission of application.
  - d. Income and Asset Certificate from the revenue authorities concerned as stipulated in GO (MS) No. 128/2020/H Edn dated 20/03/2020 in the case of candidates who wish to avail of reservation under EWS.
  - e. Candidates who wish to avail of bonus/weight age of marks shall produce the relevant certificates. The college authorities, after verifying the originals of the above documents, shall confirm the online admission granted earlier on the basis of digital documents and make necessary updations in the admission portal. The students who get admission should remit the fee applicable to the course in the institution at the time of online admission through any of the online mode specified by the college.
14. **SEAT ALLOTMENT**
- Total seats should be provided by specifying the nature of the seat based on subject and category allotted.
- The seats unavailed by SC candidates will go to ST candidates and vice versa.

The seats unavailed by SC/ST candidates will<sup>2</sup> go to OEC candidates. The seats that still remain unavailed of will go to SEBC, then to open merit. But this shall be done only after notifying the vacancy in the newspaper and website.

#### 15. ADMIT CARD

- a. A system generated Admit card is issued to each student during the admission process. The admit card should contain the details of the students like photograph, name, date of birth, community details, parent contact details, rank, application number, course and seat admitted, type of admission (MGU B.Ed. CAP or C.P.A.S. merit), certificates received from the students, and the fee collected from the students (admission fee, tuition fee, caution deposit, and special fee), and the date of admission.
- b. Certificates due should be marked in the admit card.
- c. All certificates received along with the copy of application form and the allotment memo issued should be kept in the docket entering all the details as entered in the admit card on the docket cover.

#### 16. FEE PAYMENT

- a. After receiving all the documents that are compulsory, permit the candidate to remit the fee by generating a Challan
- b. After receiving all the certificates and fee the Admission Officer or authorized cell member should verify the admit card for all the details received and entered. The admission officer should sign the admit card and this should be countersigned by the Head of the Institution.
- c. All the correspondence regarding cancellation of the course should also be online.

#### 17. M.G.U. B.Ed. C.A.P. allotment

Candidates allotted through M.G.U.-C.A.P. shall be admitted only after the verification of the original certificates and documents. The application form generated should be kept along with the original documents/certificates collected from the students. If the candidates have already paid any fee (other than application fee) as mentioned in the concerned website at MGU B.Ed. CAP, then he/she shall remit the balance amount of fee. Otherwise, the candidate shall make the full payment and the fee paid at MGU B.Ed. CAP shall be reimbursed to the students once the amount is released from MGU B.Ed. CAP.

#### 18. SPOT ADMISSION

Filling up of vacant seats (general/reservation) through Spot admission shall be done only after notifying in the newspaper/website. A list of candidates attending the spot admission shall be maintained in the institution with their dated signature. After verification of the original certificates/documents a rank list shall be prepared and published with the consent of the Head of the Institution. Spot admission shall be done based on this rank list. Approval of the C.P.A.S Director shall be obtained later. The rank list(s) and the list of candidates attended shall be filed. The admitted students shall register in the admission portal, fill details, make fee payment, and generate application form which shall be kept along with the original documents.

#### 19. FEES

- a. Fee once remitted shall not be refunded. However, the amount shall be refunded to those who discontinue after getting admission but before closure of admission. Those who

discontinue after closure of admission shall have to pay the tuition fee for the remaining semesters of study as liquidated damages as per Rules in force.

ii. Caution deposit will be returned on completion of the course (after adjusting liabilities if any).

**Fee Structure (General seats in INR)**

Semester	I	II	III	IV	Total
Tuition Fee(MGU CAPadmission)	22500	22500	22500	22500	90000
Tuition Fee(CPAS Meritadmission)	30000	30000	30000	30000	120000
Library Fee	1000	0	0	0	1000
Laboratory	1000	0	0	0	1000
Caution Deposit	300	0	0	0	300
Admission Fee	1000	0	0	0	1000
Association Fee	50	0	0	0	50
Calendar Fee	50	0	0	0	50
Game Fee	250	0	0	0	250
Magazine Fee	300	0	0	0	300
Registration Fee	250	0	0	0	250
Stationary Fee	250	0	0	0	250
Medical Fee	200	0	0	0	200
Student Amenities	650	0	0	0	650
UUF	60	0	60	0	120
SWF	40	0	40	0	80
SSIP	30	0	30	0	60
Sports Affiliation Fee*	340	0	340	0	680
Establishment Charges	2885	0	1685	0	4570
Recognition Fee	3500	0	0	0	3500

225/- for university and 100 for college annual sports meet

(Fee will be subject to the changes based on the changes made by the C.P.A.S/Govt./MG University) FeeStructure (NRI seats in US Dollars)

Semester	TnFee	LibraryFee	LaboratoryFee	CautionDeposit	OtherFee	StudentAffiliation Fee	UUF	SWF	SSIP	SportsAffiliationFee	Establishment Charges	Course Affiliation, CollegeAffiliation	TOTAL
I	\$580.91	\$148.04											\$728.95
II	\$580.91	0	0	0	0	0	0	0	0	0	0	0	\$580.91
III	\$580.91	0	0	0	0	0	\$25.37					\$606.28	
IV	\$580.91	0	0	0	0	0	0	0	0	0	0	0	\$580.91
Total													\$2497.05

\*Fee will be subject to the conversion rate prevailing at the time of remittance. Fee Structure (SC/ST/OEC students)

Sl. No	Particulars	I Sem	II Sem	III Sem	IV Sem
1	Admission Fee	1000	Nil	Nil	Nil
2	Caution Deposit (refundable)	300	Nil	Nil	Nil
Grand Total		1300	Nil	Nil	Nil

SC/ST/OEC candidates are exempted from paying the fees except Caution Deposit and Admission fee subject to the condition that they have not availed themselves of similar concession for B.Ed. Course

\*\*Fee structure may vary as per C.P.A.S./Government norms. Examination fee shall be remitted by each student to the university at the time of respective examinations. SC/ST/OEC students are exempted from examination fee as per Government norms.

#### Schedule of remittance

Fee for the I<sup>st</sup> semester of all the courses are to be remitted at the time of admission. For all subsequent semesters, fee should be remitted without fine within the Fifth working day of the month of January for the Even semesters and the fifth working day of June for the Odd semesters; and there after within ten days with a fine of Rs. 100/-. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. However, the students are required to remit the fee within the cut- off date mentioned by CPAS.

Mode of payment: All fee payment should<sup>2</sup> be through State Bank Collect link provided in the web site. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.

#### GENERAL INFORMATION

1. The University and the Society reserves the right to make any changes in the rules and regulations laid down in the Prospectus.
2. Original documents should be produced at the time of admission/Interview.
3. Last date to receive the filled in application forms in the College of Teacher Education concerned will be as per Government notification.
4. Completed Applications Forms should reach the office concerned before the prescribed date.
5. Admission will be provisional till it is finalized by the Society.
6. The institution will not be responsible for delay in communication or late receipt of Memo sent by the institution.
7. Incomplete application forms will be rejected.
8. Those who have qualified from Universities other than Mahatma Gandhi University or Boards shall produce Eligibility /Equivalency Certificate/ Recognition Certificate from this University and Migration Certificate / NOC from the parent University at the time of admission.
9. Reservation candidates should submit authentic certificates.
10. No college transfer will be permitted.

If the number of applications for a subject is below 5 the Society reserves the right to transfer the subject from one college to another.

### 20.1. Check list

Please check whether your application form contains the following:

1. Self-attested copies of the mark lists of the qualifying and other examinations.
2. Self-attested copies of the Pass Certificate/Certificates/Provisional or Degree Certificate of the qualifying examinations; relevant SSLC pages to prove age
3. Self-attested copies of the certificate to prove claims based on reservation (caste), children of Ex-Service personnel. etc.
4. Registration fee remitted by way of bank pay in slip in favour of the Director, Centre

for Professional and Advanced Studies,<sup>3</sup>Kottayam.

5. Other details if any.

(Candidates shall read the prospectus carefully and familiarize themselves with all the relevant information relating to the admission process. This prospectus is subject to modification/addition/deletion as may be deemed necessary by CPAS)

The Hon. Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory; the authority would expel him from the Institution.

Place: Gandhinagar

Date: 16.05.2024

DIRECTOR



**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES (CPAS)**

**(Established by the Government of Kerala)**

**INSTITUTE OF LIBRARY AND INFORMATION SCIENCE (ILIS)**

**(Affiliated to Mahatma Gandhi University)**

**ADMISSION PROSPECTUS 2024-2025**

**Contact Details**

**Head of the Department, Institute of Library and Information Science**

**Pullarikkunnu Campus, Malloosery P.O, Kottayam Pin-686041 PH: 0481-2392490**

**E mail [ilisktm@cpas.ac.in](mailto:ilisktm@cpas.ac.in), [mcanikad@yahoo.co.in](mailto:mcanikad@yahoo.co.in)**

**INSTITUTE OF LIBRARY AND INFORMATION SCIENCE (ILIS)**

**(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)**

**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES (CPAS)**

**(Established by the Government of Kerala)**

Prospectus and application form for admission to the Master of Library and Information Science (M.Lib.I.Sc-integrated, 2 years) course conducted by the Institution under Centre for Professional and Advanced Studies.

## **ABOUT THE INSTITUTION**

The Socioeconomic fabrics of our country have been undergoing fast changes. In order to combat the fast accelerating heterogeneous problems emerging from these changes, the social systems have been their probable solutions. Mobilisation and appropriate use of information are important tasks to everybody. Hence ensuring availability, accessibility and easy flow of information in all spheres of activities is of current relevance and top priority. However, constraints in identifying, locating, collecting, processing storing and analyzing information seekers working in different establishments need skilled help for finding their required information at the right time. Now, in our country there is a very great demand for qualified and experienced personnel well equipped in specialized areas of information handling and services. The course in the Institute of Library and Information Science are designed to develop manpower capable to manage information institutions such as libraries, information systems and information centres with modern technology-applications. The institution provides learning opportunities in concepts and technologies related to diverse areas in Library and Information Science.

## **HISTORY**

The Institute of Library and Information Science was established at Mahatma Gandhi University as Self-Financing Academic Department in the Year 1995 and started its academic programmes under the administrative cover of the School of Communication and Information Science (SCIS). But, later in April 2008 it was got delinked from the SCIS. Now the Institution functions under the Centre for Professional and Advanced Studies - CPAS (Society for Self-Financing Institutions previously run by M.G University) established by the Government of Kerala as a full-fledged Institution in the Self-Financing sector of CPAS, Pullarikkunnu Campus.

## LOCATION

The Institute of Library and Information Science (ILIS) is situated in the Pullarikkunnu Campus, Malloosery P.O. Kottayam, Pin-686041, Ph: 0481-2392490

## VISION & MISSION

1. To educate the students in the Philosophy of librarianship, basic principles, fundamental laws and professional ethics.
2. To train the students in the skills of information organisation, processing and retrieval.
3. To track the student in the management of Library and Information Centres.
4. To develop the students to apply a wide range of electronic resources and techniques for effective information retrieval.

## DETAILS OF THE SELF-FINANCING COURSE CONDUCTED BY INSTITUTE OF LIBRARY AND INFORMATION SCIENCE

1. Course Name : M.Lib.I.Sc. (Master of Library and Information Science)  
Total Seats : 30  
Semesters : 4 Semesters (2 Years)  
Tuition Fee : 17000/- per Semester

## ELIGIBILITY FOR ADMISSION

### Eligibility for the admission of B.L.I.Sc and M.Lib.I.Sc

1. 45% marks in any degree (aggregate total of all parts), SC/ST, a pass in the qualifying examination, OEC, relaxation of 5% in the qualifying examination, SEBC, relaxation of 3 % in the qualifying examination and persons with disability, 5% marks in the qualifying examination.
2. Those who possess the approved minimum qualification can apply. **Only the courses or their equivalents approved by M G University shall be reckoned as minimum qualification.**
3. Those who are awaiting the results of the qualifying examination can also apply. They shall produce the mark list on or before the dates stipulated in the schedule of admissions.

4. There is no age limit for admission. 3
5. Those who have qualified from universities other than MG University should produce eligibility certificate from MG University and Migration Certificate from the parent University at the time of admission.

**FEE STRUCTURE FOR M.Lib.I.Sc. (GENERAL)**

SI No.	Description	General			
		I Sem	II Sem	III Sem	IV Sem
1	Admission Fee	1000	0	0	0
2	Establishment Fee	2950	0	2150	0
3	Library fee	500	0	0	0
4	Caution Deposit (Refundable)	1000	0	0	0
5	College Union Fund	400	0	0	0
6	University Union Fee	55	0	0	0
7	Students Insurance Premium	23	0	0	0
8	Students Welfare Fund	35	0	0	0
9	Identity Card	150	0	0	0
10	Sports Affiliation Fee	225	0	0	0
11	Institution Development Fund	1000	0	0	0
12	Computer Lab Fee	1000	0	0	0
13	<b>Total Special Fee</b>	<b>8463</b>	<b>0</b>	<b>0</b>	<b>0</b>
14	Tuition Fee	17000	17000	17000	17000
	<b>Total</b>	<b>25,463</b>	<b>17000</b>	<b>19150</b>	<b>17000</b>

**FEE STRUCTURE FOR SC/ST/OEC STUDENTS**

Sl.No.	Particulars	I Sem	II Sem	III Sem	IV Sem
1	Admission Fee	1000	0	0	0
2	Caution Deposit (Refundable)	1000	0	0	0
3	Institution Development Fund	1000	0	0	0
	<b>Total</b>	<b>3000</b>	<b>0</b>	<b>0</b>	<b>0</b>

## HOW TO APPLY

1. Candidates applying for admission to all courses under **Institute of Library and Information Sciences** shall apply online and send a printout to the Head of the Department, Institute of Library and Information Science, Pullarikkunnu Campus, Malloosery P.O, Kottayam Pin-686041 on or before the last date mentioned.
2. Online submission of Application may be made by accessing the website [www.sme.edu.in](http://www.sme.edu.in) or [www.cpas.ac.in](http://www.cpas.ac.in)
3. Copy of the printout of the Application form must be retained for future reference.
4. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
5. Applicant should ensure the following before sending the printout of the application form:
  - i. All supporting documents submitted should be properly filled in and signed by the competent authority and affixed office seal at specified place.
  - ii. Copies of all certificates enclosed should be self attested by the candidate.
  - iii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
  - iv. The applicant should select the course/courses which he/she desires to study while applying online.
  - v. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody for all future online activities such as payment of fees, etc.
6. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college.
7. Candidates should send only one application for admission to M.Lib.I.Sc.course.
8. **Application fee:** The applicant has to remit **Rs. 1000/-** as Registration Fee by online payment through the payment gateway. (For SC/ST candidates **Rs. 500/**).
9. **Mode of payment:** All fee payment should be through **State Bank of India**, through the link provided in the website. The fee shall be paid using Credit/Debit card or Net

Banking or at SBI with the challan <sup>3</sup> generated from the online transaction. The receipt should be attached with the application form.

### SELECTION

1. Based on the qualifying examination, 50% seats through M G University CAP and 50% seats through CPAS merit.
2. All admissions shall be based on **merit ie.** solely based on the marks of the qualifying examination.
3. Only the courses or their equivalents approved by Mahatma Gandhi University shall be reckoned as eligible qualification.
4. Percentage of marks given is the minimum marks required for Part III Optional Subjects, if not otherwise mentioned.
5. Reservation, concession based on income and community will be allowed according to the rules of the Government.
6. For 50% seats other than Government merit seats, the applicants will be ranked according to the merit list prepared by CPAS and will be called for interview.
7. Admission list shall be published at the Main Office of Institute of Library and Information Science.
8. The candidates shall log on to the website using the user name and password registered at the time of applying to the courses to view their rank, to download application form and counselling memo, and for other information. The schedule shall be published in the site. Candidate should appear for the admission counselling at their own expense.
9. **If the candidate fails to appear for the admission counselling or to remit the fee in time he/she will lose the chance.**
10. All admissions will be provisional until the CPAS finalize it.
11. No rounding off of the percentage of marks to the nearest whole number is permitted.
12. The CPAS will not be responsible for delay in online communication regarding admission counselling.
13. Incomplete applications will be rejected.

## RESERVATION QUOTA

1. Reservation of seats and relaxation of marks for all courses will be granted based on the Govt. /CPAS rules. The existing percentage of reservation is Ezhava/Thiyya-9%, Muslim-8%, Latin Catholic/ Anglo-Indian-3%, Other Backward Christian including SIUC and converts to Christianity from SC-1%, Other Backward Hindus-3%, SC-8%, ST-2%, the ward of Ex-service men-2%, Handicapped-3%. Viswakarma and related communities (VK) 2%, Dheevara and related communities (DE) 2%, Kusavan and related communities (KS) 1% and Kudumbi 1%. EWS 10%. Reservation to NCC/NSS candidates will be done according to Govt. rules
2. Those who seek admission to the seats that fall under the reserved category shall produce the relevant certificates from the competent authority. In order to prove concession based on caste and financial status, the certificates should be from a Revenue Officer not below the rank of a Tahasildar or Village Officer.

### SCHEDULE OF FEE REMITTANCE

Fee for the first semester/half year of all the courses are to be remitted at the time of admission. For all subsequent semesters/half years, fee should be remitted without fine within the tenth working day of the month of January for the II, IV semesters/half years and the tenth working day of June for the III semester/half year; and there after within ten days with a fine of Rs. 100/-. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. However, the students are required to remit the fee within the cut off date mentioned by CPAS.

**Fee once remitted shall not be refunded under any circumstances** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.

**Dates to remember:**

**i) Last date to apply online and receive the printouts of course under ILIS**

<b>Sl.No</b>	<b>Courses</b>	<b>Apply Online</b>	<b>Receive print out at the college</b>
1	M.Lib.I.Sc.	AS PER MGU CAP	

Place: Gandhinagar

**DIRECTOR**

Date: 16.05.2024