

ALLOTMENT INSTRUCTIONS FOR THE ACADEMIC YEAR 2024-25

1. For THE B.TECH AND M.TECH Programmes

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

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

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

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

HOW TO MAKE ONLINE FEE PAYMENT

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

1. Login to your home/login page using your Username (email id) and Password in the university website <https://admissions.VENNIKULAMUNIVERSITY.in/>
2. The details of the allotments received will be displayed with a button to confirm allotment.
3. Upon clicking the 'Confirm Allotment' button, you will be directed to the fee payment page. You can make payment through Credit/ATM/Debit Card/UPI or through Net Banking. It may be noted that payment through some Debit Cards has a monetary ceiling and, in such cases, opt for Net banking.
4. Fee structure of 2024 Academic Admissions is available in the admission website <https://admissions.VENNIKULAMUNIVERSITY.in/>
5. Candidates are advised to check the payment status as successful after the payment in their profile. After successful payment, the allotment status will show as "Provisionally Admitted" to the programme allotted. In case if there are any issues contact or inform our help desk before the last date of payment.

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

CERTIFICATES TO BE PRODUCED DURING CERTIFICATE VERIFICATION

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

1. S.S.L.C / 10th Standard Certificate & Mark List
2. 12th Standard/Higher Secondary Certificate & Mark List
3. Transfer Certificate from the Institution last attended
4. Conduct Certificate from the Institution last attended
5. Proof for communal reservation
6. Proof for Special Reservation, if any (DAC, NRI, CGW, CHD, EWS, IDC, LKD, ANM etc)
7. Proof for Keralite Status
8. Self-declaration stating Nationality

The candidates joining VENNIKULAMUNIVERSITY shall sign the following declarations at the time of admission:

- It has been suggested by the UGC that an anti-drug declaration be taken from the students at the time of admission to invoke a commitment from the students to have responsible behaviour during studies (Annexure – III)
- It is compulsory for each and every student and parent to submit an online undertaking every academic year at [fif](#). The students will receive an e-mail with his/her registration number. The anti-ragging undertaking reference number should be provided to the department at the time of admission/verification. Also downloaded copy of the anti- ragging undertaking duly signed by the deponents (student and parent) should submit to the concerned department before commencement of the classes.
- An Anti dowry declaration has to be signed by the students at the time of admission (Annexure – IV)

Mark list of the qualifying examination(12th standard)

If the same is not available, such candidates shall submit scanned copy of declaration with signature affixed, stating that “Mark list of the qualifying examination will be produced later, but before registration for the first semester examinations. I am aware of the fact that, University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the document to substantiate my educational qualification before the registration for first semester examinations.”

Self-Declaration stating “Nationality”

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

Transfer Certificate from the Institution/Department last attended.

If the candidate has not received the Transfer Certificate, such candidates shall submit a declaration with signature affixed, stating that “Transfer Certificate will be uploaded later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Transfer Certificate from the Institution/Department last attended before the commencement of classes.”

Conduct Certificate from the Institution/Department last attended.

If the candidate has not received the Conduct Certificate, such candidates shall submit a

declaration with signature affixed, stating that “Conduct Certificate will be uploaded later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Conduct Certificate from the Institution/Department last attended before the commencement.

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

- a. Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates should submit a valid & original Community Certificate issued by the Tahsildar.
- b. SEBC candidates, i.e. candidates belongs to Ezhava /Thiyya/Billava (ETB), Muslim (MSM), Latin Catholic or Anglo-Indian (LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevera (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma (VSK) etc. should submit a valid & original Community Certificate and Non-Creamy Layer certificate issued by the Village Officer. If the community/category is clearly specified in the non-creamy layer certificate no separate community certificate is required.
- c. OBH candidates eligible for fee concession applicable to OEC candidates should submit a valid & original income certificate issued by competent authority to prove their eligibility.
- d. Applicants belonging to “General” category and have claimed reservation under “Economically Weaker Sections - EWS” should submit a valid & original certificate issued by the competent authority for the purpose of claiming EWS reservation.
- e. Other certificates (if applicable): Relevant/Appropriate Certificate issued by Competent Authority for substantiating claim for any other reservation seats mentioned under Supernumerary seats if the candidate is allotted to a seat under that category. Relevant certificates, if any, may be submitted.

III. Keralite Status: A candidate will be considered as ‘Keralite’ for the limited purpose of admission procedure, if:

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

OR

He / She has been a resident of Kerala for a period of 5 years within a period of 12 Years.

OR

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

Children of All India Service (AIS) Officers (Non-Keralites) allotted to Kerala circle are deemed to be “Keralites” (GO (Rt.) No. 822/08/H. Edn. dated 29/05/2008). But they will not be eligible for Communal/Special Reservations applicable to “Keralites”.

Certificates to be submitted as proof for claiming Keralite Status:

Candidates claiming the Keralite status should invariably submit the originals of any one of the following certificates:

1. The certificate of Birth / Residence of the candidate or his/her father or mother from the Village Officer / Tahsildar or from a competent authority of local body.
2. The ‘Certificate showing school studies in Kerala from Standards VIII to XII’ from the Head of School where the candidate completed his / her study in Standard XII.
3. Relevant page of the SSLC of the candidate’s father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and the parent.
4. Relevant page of the passport of the candidate or either of parents issued by the Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between the parent and candidate.

5. Birth certificate of candidate or his / her father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and father / mother whose birth certificate is being produced.
6. For claiming Keralite - AIS (All India Service), certificate from competent authority should be uploaded.

IV. Non-resident Indian (NRI) Seats (Applicable to all Programmes for which NRI seats are allotted):
Certificates to be submitted for claiming NRI Seats.

1. NRI status is not compulsory but those who have opted for NRI seats should submit the 'Declaration' given in Annexure I.
2. For NRI seats candidates should have applied for the same at the time of application registration. Others will not be considered for admission under NRI seats. However, they can participate in NRI spot admission if seats are available.

V. Seats reserved for Children of Indian Workers in Gulf Countries (CGW) applicable to all Programmes for which CGW seats are allotted.

CGW seats are reserved for candidates whose father or mother is working in any Gulf Country. Those who have opted for CGW seats should invariably submit the following documents substantiating their claim for CGW seats.

Certificates to be submitted for claiming CGW Seats

1. Certificate / Mark list of Plus Two Examinations and 10th Certificate.
2. Employment Certificate of the Parent which is duly attested by The Indian Embassy/ Govt. Agency.

OR

Copy of Work Permit, Account Statement of Bank in Gulf Country and copy of VISA which are duly attested by The Indian Embassy / a Govt. Agency.
3. Copy of the Birth Certificate of the candidate or any other Government certificate/document proving the relationship between the candidate and the parent.
4. Migration Certificate (if the candidate has studied in an institution outside Kerala)
5. Transfer Certificate and Conduct Certificate from the Institution last attended.

Note:

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

Note:

- Any discrepancies in the reservation claim and document submitted to substantiate the claim may lead to disqualification. Hence, utmost care must be observed while submitting the documents/certificates. Similarly, failure to produce relevant documents to substantiate the communal reservation / Special reservation will disqualify your claim for admission in the respective reservation category. The candidate alone will be responsible for such incidents.

- Candidates are directed to check the status of the allotment on a daily basis till the allotment process is completed.
- Regarding the commencement of classes please contact the concerned Departments. Phone numbers of Departments/School are available in the Prospectus 2024.

Annexure I – Declaration for NRI Candidates

DECLARATION

I hereby declare that I am a Non Resident Indian and the applicant Shri/Smt/Kum
 is my Son/Daughter/Ward/Dependent (Strike out which is not applicable)
 coming under the definition of NRI candidate as per section 2(o) of Act XIX of 2006. My Passport No. is
 .
 and I am Employed / residing at

 (Fill the details of Foreign
 Employment/ Place of residence).

I hereby undertake to abide by the rules and regulations of Vennikulam University of Science And Technology
 in connection with the admission of the above applicant under NRI.

Place :	Signature of the Declarant:
Date :	Name and Full Address: with Contact number

Annexure II – Declaration to be submitted by Candidate stating Nationality

DECLARATION

I am a citizen of (name of Country) and my register number for VENNIKULAMUNIVERSITY CAT 2024 is I am aware of the fact that, the University (VENNIKULAMUNIVERSITY) reserves the right to cancel my candidature / remove me from the rolls, if, at a later stage it is found that I am not eligible to be allotted/admitted to the seat to which I am allotted/admitted to.

Place :

Signature of the Candidate:

Date :

Signature of the Parent / Guardian:

ANNEXURE

ANTI-DRUG DECLARATION FORM TO BE SIGNED BY THE STUDENT

I(name) son /daughter/ward of
Mr./Mrs./Ms.(name) admitted to (course and year)...
in..... (institution) during the year....., hereby agree to the following
terms:

1. I am aware that the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances are wrong and harmful.
2. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of alcohol/tobacco/any psychoactive substances within the premises of the institute/university or during any sponsored activities by the institute/university.
3. I shall report to the authorities of the institution any irregular behaviour that I observe in relation to the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances which may have occurred at the institution or during any activities conducted by any students or institution.
4. I shall support and actively participate in any substance use prevention education programmes which may be organized by the institution/government which would enable me to be a better student and citizen of India.
5. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any substance-related incident of which I may have information, and to prevent the possession, use, sale and distribution of any psychoactive substances in or around my institution.

Date:.....

Signature:.....

Name of the Student:

.....

DECLARATION

I, ----- S/o or D/o -----aged -----
years and the resident of

--

-----, do hereby declare
that :-

1. I shall not give or take or abet the giving or taking of dowry
2. I shall not demand directly or indirectly, from the parents or the guardians of the bride or the bridegroom, as the case may be, any dowry.

Signature