BBA LL.B (H) & B.COM LL.B (H) (SCHOOL OF LEGAL STUDIES) AND BSc COMPUTER SCIENCE LLB (H) (ICREP)

ALLOTMENT INSTRUCTIONS

Details of allotment if any based on the rearranged / default options (If no re- arrangement is done, option will be taken in the order, the candidate has applied during registration for CAT 2024), of candidates who are included in the ranklists of BBA LLB (H), BCom LLB (H) (School of Legal Studies) or BSc Computer Science LLB (H) (ICREP) will be available in the respective Home/ Login pages of the applicants.

- ✝ **Candidate who gets an allotment shall pay the applicable fees by way of online payment on or before the stipulated date for payment of fees to confirm the allotment received.**

- ✝ **Once a candidate gets an allotment, lower option, if any, of the candidate will be automatically cancelled; however, if the candidate has any higher option left, it will be retained for considering in subsequent allotments, if any.**

- ✝ The allotment received will be cancelled if the candidate doesn't make the fee **payment within the stipulated period.**

- ✝ During the period of online allotment, candidates need not come to the University.

- ✝ *Admission will be provisional and is subject to physical verification of originals of all certificates/documents by School of Legal Studies /ICREP Officials concerned before the commencement of classes or before a specified date, that will be published later by Department.*

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 Admission Portal **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 have to enter your aadhar number and then click on the 'PAY" button. You can make payment through Credit card or ATM/Debit Card /through Net Banking/UPI.
   Note: It may be noted that payment through some Debit Cards has a monetary ceiling and, in such cases, opt for other payment options.

4. **Refer admission website https://admissions.vennikulamuniversity.in/ for the fee structure.**

5. **Candidates are advised to confirm 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), Matriculation fee (if applicable) etc directly, later at the Department/School as per the instructions received form the concerned Department/School.

Certificates to be submitted at Department Verification

I. **Upon receiving allotment to BBA LL.B (H), BCom LL.B (H) or BSc Computer Science LL (H) , applicants shall submit originals of the following documents at Department Verification.**
- **S.S.L.C / 10th Standard Certificate & Mark List.**
- **Certificate of the Qualifying examination**
- **Mark List of the qualifying examination**

    (If the same is not available, such candidates shall submit a declaration with signature affixed, stating *that "Mark list of the qualifying examination / qualifying degree will be produced later, but before the 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."*)

- **Transfer Certificate from the institution last attended**
- **Conduct Certificate from the institution last attended**
- **Other Certificates, if any**

II. **Certificates to be furnished as Proof for availing communal/special reservation**

1. **Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates** should produce a valid & original Community Certificate issued by the Tahasildar.

2. **SEBC candidates** i.e. Ezhava /Thiyya/Billava (ETB), Muslim(MSM), Latin Catholic or Anglo-Indian(LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevara (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma (VSK) etc. should a valid & original Community Certificate and NonCreamy 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.

3. **OBH candidates eligible for fee concession as applicable to OEC candidates** should also produce a valid & original income certificate issued by competent authority to prove their eligibility.

4. Applicants belonging to "General" category and have claimed reservation under "Economically Weaker Section - EWS" should furnish a valid & original Certificate issued by the competent authority for the purpose of claiming EWS reservation.

III. **Non-resident Indian (NRI) Seats (Applicable to all Programmes for which NRI seats are available):**

1. *NRI status is not compulsory but, at the time of admission candidates who select 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 cannot get admission under NRI seats. However, they can participate in NRI spot admission if seats are available.*

IV. **Other certificates (if applicable)**

V. **Keralite Status: Proofs accepted for Keralite Status:** Candidates claiming the Keralite status should 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 furnished.

Annexures

1. **Annexure I – Declaration for NRI Candidates**
2. **Annexure II – Declaration to be submitted by Candidate stating Nationality**

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 :

Date :

Signature of the Declarant:

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 2023 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: