

# Postgraduate Programmes & Three year LL.B

## ALLOTMENT / ADMISSION INSTRUCTIONS 2024

Details of allotments received, if any, in respect of candidates who are included in the rank lists of various MA, M.Sc, M.FSc, MCA, M.Voc, MBE & Three Year LL.B will be available in the Profile pages of applicants.

The allotment is based on the rearranged / default options for various M.Sc (except M.Sc Forensic Science as well as MSc in Econometrics and Financial Technology) and M.FSc programmes other than MCA. If no rearrangement is done, option will be taken in the order the candidate has applied during registration for CAT 2024 (ie, the default option). For MCA, if no options are registered such candidates will not be considered in the allotment.

For MA, M.Voc, MBE, M.Sc Forensic Science, MSc in Econometrics and Financial Technology and Three Year LLB as there is no option registration, allotments will be based on the published rank list. Candidates who receive allotments shall pay the applicable fees by way of online payment on or before the stipulated date for payment of fees. The fee details for the various academic programmes offered by the University are published in the admission website: <https://admissions.vennikulamuniversity.in>.

Candidates need to pay additional fee (over and above the fee already paid online), if applicable, such as PTA/DDF/Recognition/Alumini/ Migration fee etc. directly at the department at the time of Joining or as per the directions which will be received from the concerned Department later.

*If a candidate receives simultaneous allotments in PG programmes (M.Sc / MA etc ) as well as in MCA programme and confirms the allotment received in PG (other than MCA), his/her current allotment in MCA programme will be removed, but remaining higher options if any in MCA and other PG programmes will be considered in subsequent allotments.*

*Similarly, if the candidate confirms the allotment received in MCA, his/her current allotment/s in PG (other than MCA) will be removed but remaining higher options if any in PG programmes and MCA will be considered in subsequent allotments.*

- Once a candidate receives an allotment, lower options, 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.
- The allotment and lower option of candidates who do not pay the fee within the stipulated period will be cancelled without any intimation. If the candidate has any higher option left, it will be retained for considering in subsequent allotments.
- If, candidates who have received allotments and have paid the fees are allotted to higher options (or other programmes) and confirms it in the subsequent allotments; fee already paid by them will be adjusted against the new allotment.

During the period of online allotments candidates need not come to the University. Also, candidates are directed to check status of the allotment / latest updates in <https://admissions.vennikulamuniversity.in/> on a daily basis till the allotment process is completed.

Admission will be provisional and is subject to physical verification of originals of all certificates/documents by Concerned Department / School / Officials concerned before the commencement of classes / or before a specified date. The concerned departments will communicate regarding the document verification process to the candidate.

A copy of the University Order regarding Norms/ Guidelines relating to Equivalency/ Recognition of Academic Programmes or areas of studies and nomenclature and Degrees of other Universities is given below for reference (Annexure III).

### 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 from the concerned Department/School.

## Certificates to be produced at the time of verification

- I. **Upon receiving allotment, applicants shall invariably produce the originals of the following documents at the time of verification.**
  1. **S.S.L.C / 10<sup>th</sup> Standard Certificate & Mark List.**
  2. **Certificate of the Qualifying examination (12<sup>th</sup> Standard).**
  3. **Degree Certificate / Provisional Degree Certificate of the qualifying examination** (If the same is not available, such candidates shall submit a declaration with signature affixed, stating that *"Final Degree Certificate / Provisional Certificate 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 the first semester examinations."*)
  4. **Mark List / Consolidated 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.”)*

5. **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-Non Resident Indian, EWS-Economically Weaker Section, Sports Quota, Differently Abled, Transgender, Child Quota etc must compulsorily submit the above mentioned declaration. **(for format please see Annexure II).**
6. **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 submitted 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.”*
7. **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 submitted 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 of classes.”*

## **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), Dheevera (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma (VSK) etc. should 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.
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):** Relevant certificates such as Sponsorship Certificates issued by Competent Authority for substantiating claim for any other reservation seats mentioned under supernumerary seats if the candidate is allotted to seats under that category / e.g **No objection certificate by those who receive allotment to seats reserved for Kerala Police Academy** etc should be produced at the time of verification.

**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 submitted.

**Note:**

- † 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.
- † The documents will be verified by the department concerned at a later stage. Any discrepancies in the reservation claim and document produced to substantiate the claim may lead to disqualification. 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.

## **Annexures**

1. **Annexure I – Declaration for NRI Candidates**
2. **Annexure II – Declaration to be submitted by Candidate stating Nationality**
3. **Annexure III -University Order regarding Norms/ Guidelines relating to Equivalency/ Recognition of Academic Programmes or areas of studies and nomenclature and Degrees of other Universities**

**ANNEXURE I**

### **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:  
Name and Full Address:  
Date : with Contact number

**ANNEXURE II**

**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:*