

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

All candidates who take admission in a college shall submit the following documents before the Principal/Head of the College/Institution concerned. **No additional time will be granted to the candidates for submitting the documents at the time of admission.**

1. Print out of completed online application.
2. The original fee receipt / transaction slip towards Registration fee.
3. The original fee receipt / transaction slip towards University Admission Fee.
4. Allotment Memo (Latest) in case of candidates who get admission through centralized allotment/spot allotment **OR**
Letter duly signed by the Registrar in case of candidates who get admission through special order.
5. Original mark list/certificate of the qualifying examination.

Those candidates who have not received original marklist may produce the marklist received in their **Digilocker**, at the time of admission in the college. If any discrepancy noted in the marklist submitted later, the admission of the candidate will be cancelled.

Those candidates, who have not received original marklists and also not received in the Digilocker may produce the draft marklist from the website of the concerned Board, duly signed by the Principal of the school from where the candidate has passed Plus Two.

6. Certificate to prove date of birth.
7. TC from the Institution last attended.
8. Course & Conduct Certificate.
9. Migration Certificate from the Board/University last studied.
10. Course Cancellation memo from the University last attended (if applicable) (See clause 6.8)
11. Certificates from the village officer namely “The applicant belonging to Anthyodaya Anna Yojana (AAY) and Priority House Hold (PHH) category” or “The income or assets certificate for Economically Weaker Sections (EWSs) in General Category” for candidates under EWS category.
12. Caste/Community Certificate for candidates under Scheduled Castes/ Scheduled Tribes quota.
13. Non Creamy Layer Certificate in the case of SEBC candidates.
14. Non Creamy Layer Certificate in the case of OEC candidates claiming vacant SC/ST seats. 15. Non Creamy Layer Certificate/Community Certificate in the case of OEC candidates claiming fee concession.
Community Certificate and Income Certificate in the case of candidates eligible for OEC educational assistance (Annexure V.A)
16. Original certificates to prove the claim for grace marks/weightage if any.
17. Eligibility Certificate from the University of Kerala in case of candidates who have passed qualifying examination other than HSE/ VHSE conducted by Government of Kerala or the examination conducted by CBSE (AISSCE) and ISCE.
18. Transgender identity card issued by the State Government if applicable.
19. Undertaking from the students as per the provisions of anti-ragging verdict by the Hon’ble Supreme Court of India. (Annexure VII)
20. Any other relevant certificate for any claim made in the application.