<u>**For the attention of students who secured admission as per second allotment of Commissioner for Entrance Examinations at Colleges under CAPE**</u>

Students who got allotment in Engineering Colleges under CAPE as per the list published by Commissioner for Entrance Examinations, can get admission in one of the following ways.

I) Conventional method: Students attend the admission process at the allotted college.

II) Virtual admission

Conventional method

Students should submit all the necessary certificates, in original, at the allotted college. He/She must be present at the allotted time with parent or guardian. Each college will publish its admission schedule in the web-site. Student should present a valid identity proof (Aadhar card, voter id, or similar document), in original, at the time of admission.

In case the student is unable to attend the admission process at the allotted college, he/she can authorize a person. This person shall produce the authorization letter signed by the student and the parent. The authorized person shall have the original of an identity proof with him.

After verifying the documents, the college will issue admission memo.

Virtual Admission

Due to valid reasons, in case a student is unable to attend the admission process at the allotted college, he can take admission by virtual admission. In this mode, the student do not have to report at the allotted college.

All the students seeking admission in virtual mode shall report at any of the Reporting Centres given in the list. The students shall submit the following documents at the Reporting Centre. The Reporting Centre will issue a Receipt.

1) Application for seeking virtual admission - signed by both student and parent
2) Copy of allotment memo
3) Transfer Certificate - in Original. True copy shall not accept.
4) Conduct certificate - in original. True copy shall not accept.
5) Undertaking in the prescribed format, stating that the originals of certificates will be presented later, signed by both student and the parent.
6) Copy of an identity proof. Original must be presented for verification.

7) In case the student is not reporting at the Reporting Centre, he can authorize a person. Authorization letter should have the signatures of student and the parent. Copy of an identity proof of authorized person must be submitted. Original must be presented for verification.

After submitting the above documents at the reporting centre, students should send the scanned copy of their certificates to the allotted college. More details about this will be available at the web-site of the corresponding institution.

After verifying the documents, the allotted college will inform the student about his/her admission by e-mail.

Students have to keep scanned/sufficient copies of certificates for own use, in the case of original certificates handed over to the reporting centre.

Candidates, who avail virtual admission, should submit the documents before 4 pm on 30th October, 2020.

List of Reporting Centres where Students can Report for Virtual Admission

Sl No	Name of Collages	Name of admission facilitator	Phone No.
1	College of Engineering, Muttathara	Sri. Rakesh.R.J	9496814485
2	College of Engineering, Perumon	Smt. Dhanya.M	9447013719
3	College of Engineering, Pathanapuram	Sri. Vivek Raju	8281027361
4	College of Engineering, Aranmula	Sri. Harris George	9447290841
5	College of Engineering, Punnapra	Sri. Siby.S	9961466328
6	College of Engineering, Kidangoor	Sri. Saji K Vettath	9188255056
7	College of Engineering, Vadakara	Sri. Prapu Premnath	9846700144
8	College of Engineering, Thalassery	Sri. Sunil Kumar.G	9446654587
9	College of Engineering, Trikaripur	Sri. Ratheesh.T	9847690280
10	Palakkad- 37/99 Madhurima, Near DPO, Mythri Nagar.	Sri. Arjun.M	0491-2535879 9961692392 arjun@cethalassery.ac.in
11	Thrissur- Kerala Bank, Regional Office Near Kalyan Sarees – Time- 11 am to 3 pm	Sri. Jayamohan.K.G	9947139652 9447530387

Method to cancel the Admission and receive the TC

I) Those who acquired admission in conventional mode

These students should report at the college where they were admitted. They should give a request letter for canceling the admission and get back the TC. This letter should be signed by both student and parent.

II) Those who acquired admission through virtual admission

These students should send a request letter by electronic means, for canceling the admission and get back the TC, to the college where they were admitted. This letter should be signed by both student and parent. More details will be available at the web-site of the college concerned.

After sending the request letter, the student should report at the Reporting Centre where they had submitted his/her TC and other documents. Student should submit the following documents at the reporting centre.

1) The request letter, signed by both student and parent, for canceling the admission and get back the TC

2) The receipt issued by the reporting centre when TC was submitted.
3) Proof of identity of the student, in original, for verification.

4) In case the student is not attending himself, the authorization letter signed by student and parent.

5) The identity proof of the person coming instead of the student. He should bring the original of the identity proof for verification.

When TC and conduct certificate are returned, the student or the authorized person should give a receipt at the reporting centre.

How to get admission in the Third and Subsequent Allotments

A) In case the student is acquiring admission for the first time

Student can acquire admission in the conventional mode or by virtual admission. Please refer details given in the procedure for admission in second phase allotment.

B) In case a student has acquired admission in a college already, and now he secured allotment in another college

If the first admission was in conventional mode

Student should approach the college where he was admitted earlier. He/she should submit the following documents.

1) Copy of new allotment memo
2) Request to return TC and other documents
3) Proof of identity of the student, in original, for verification.
4) In case the student is not attending himself, the authorization letter signed by student and parent.
5) The identity proof of the person coming instead of the student. He should bring the original of the identity proof for verification.

6) The new admission can be taken in conventional mode or virtual mode.

If the first admission was taken in virtual admission mode

The next admission also should be taken in virtual admission mode. The student should submit the following documents at the reporting centre where TC and other documents were submitted earlier.

1) The newly issued allotment memo

2) Request to send Transfer Facilitation Slip to the newly allotted college

3) In case the student is not attending himself, the authorization letter signed by student and parent.

4) The identity proof of the person coming instead of the student. He should bring the original of the identity proof for verification.

After submitting the above documents at the reporting centre, the student should send the scanned copies of certificates to the newly allotted college. More details about this procedure will be available at the web-site of the corresponding institution. After verifying the documents, the newly allotted college will inform the student about his admission by e-mail.

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(Name and address of the centre)
Sir,

as per the allotment memo from Controller of Entrance Examinations, Kerala, I have been allotted .... branch in

.... (name of the college). As I am not

able   to   be   present   in   person   due   to

....

....for   the

regular admission in the college, I opt for online admission process allowed by the college. In this connection, I request you to receive my TC and Conduct Certificate so that I can complete my online admission process.

Signature of the candidate with date: Name

in full: Roll No.:

Address:

UNDERTAKING BY THE CANDIDATE

I,.. (name) declare that,

1. I have already uploaded the required data and documents to the college
.... (name of the college) using the. online channel provided by the college.

2. The data uploaded online are true and correct to the best of my knowledge
3. The documents uploaded are genuine, unaltered copies of the original certificates and documents.

I understand that,

1. The admission is provisional and will be confirmed only after verification of the certificates and documents in original.
2. The admission liable to be cancelled at any stage if the documents/certificates submitted by me are not genuine and valid and/or eligibility conditions for admissions are not met.
3. I shall pay the institutional and university fees I owe the college, if any, once admission is confirmed.

Signature of the candidate with date:

Name in full: Roll No.:

Address:

Counter-signed by parent/guardian: Name of parent or guardian: