

General Guidelines for joining Colleges in Admission 2020 – 21

1. Before granting admission to a candidate, the colleges concerned shall ensure that the applicant satisfies the eligibility criteria prescribed by the university. Any doubtful cases of eligibility and qualification should be referred to the University for clarification. In such cases, admission should be offered only after receiving the clarification. If any candidate who does not satisfy the required eligibility criteria fixed by the University has been allotted he/she should not be admitted.
2. The following documents should be verified and ensured that the community/ caste/ grade/ marks furnished by candidate at the time of online registration and documents submitted are same. Cast/ Community should be verified even if allotted in general category.
 - 2.1 Printout of registration fee & University fee remitted
 - 2.2 Original/ Mark lists of the Qualifying Examination
 - 2.3 Certificate to prove date of birth
 - 2.4 Transfer Certificate from the Institution last attended
 - 2.5 Course & Conduct Certificate
 - 2.6 Community/ Caste certificate in the case of SC/ ST Candidates
 - 2.7 Non creamy layer certificate (For SEBC Candidate)
 - 2.8 Original Certificate to prove the claim for grace marks
 - 2.9 Antyodaya Anna Yojana/ Income & Asset Certificate (For EWS Category) issued by village officer
 - 2.10 Allotment Memo
 - 2.11 Recognition Certificate
 - 2.12 Any other certificate for any claim that has been made in the application
 - 2.13 Community certificate for OEC candidate - for an availed SC/ST seat
3. In the case of candidates who could not join on the date specified (due to quarantine/ not in station/ any other matter related to Covid 19) college should verify the documents online and admit the candidate if otherwise eligible. Such candidates shall be allowed a time up to 20 days to report for admission physically.
4. The candidate who were allotted seat under the category 'EWS' has to submit either of the certificate, 'Antyodaya Anna Yojana (AAY)' and 'Priority Household (PHH)' or Income and Assets certificate signed by the concerned village officer. No other certificate should be considered for admission.
5. Principal may allow a maximum of 5 days time to an applicant who has not produced the required documents, to submit the same considering the Covid 19 pandemic situation.
6. Since many institutions have not issued original mark lists the students may be admitted on the basis of printout downloaded from websites and an undertaking may be obtained to the effect that they shall submit the same within the last date of closing of admission.

7. The Principal shall be personally responsible for ensuring genuineness of the documents produced by the candidate, at the time seeking admission to the College.
8. The eligibility of the candidate for the course in all respects shall be confirmed by the Principal before the closure of admission.
9. The Principal should also ensure identification of candidates during admission and verify their photographs uploaded at the time of registration.
10. **Temporary Admission** should be given to applicants who retain their higher options.
11. **System generated Transfer Certificate (T.C.)** should be given to those applicants who leave the college after obtaining admission in other Universities and Institutions other than that of Kannur University. System generated Transfer Certificate should also be given to students who obtain admission in Management quota/ Community quota / Sports quota after being admitted in allotted seats.
12. **Transferred list** should be checked frequently and students should be alerted accordingly.
13. Only applicant has the authority to cancel the higher options from '*student login*'
14. In case of any defects, **System generated Defect Memo** should be given after specifying the defect. These students should be directed to University for correction in case of those matters which can be corrected from University (Cast/ Community/ Marks/ Grade etc.) that will affect admission.
15. Phone number of admitted students may be collected from '*college login*'. The college authorities may call the students individually and allot a time for attending admission, if college finds it necessary.
16. Please make sure that COVID 19 protocol is strictly followed.

Sd/-
Registrar (i/c)