



18th JULY, 2013.

INSTRUCTIONS TO CANDIDATES

Admission to the Management Programmes 2013

(Please take print out of this, read it and bring it for counseling with your parent's signature and your signature on it)

The counseling and admission to the Management Programmes is scheduled as given below:

Venue : School of Management Studies, CUSAT

**Reporting Date & Time
for Counseling and Admission : 23rd July, 2013 at 9.00 a.m.**

For all candidates who had applied for admission to MBA programmes in I Phase of admission and not able to get admitted and candidates who are applied in II Phase, this is to inform you that the counseling and admission for the remaining seats of Management Programmes is scheduled to be held on 23rd July, 2013 at 9.00 a.m. in the School of Management Studies. Please read the instructions and report for counseling and admission.

Please check the II Phase rank list in the web site for knowing your rank and reporting time for counseling. Candidates in person should report in with a parent for counseling on the date and time specified above. Attendance of candidates reporting for counseling will be taken on the dates at the time of reporting specified. Late arrival will not be permitted. If a candidate fails to report on time he/she will lose the claim for admission and the seat will be filled up by the next available candidate from the Rank list. No request for change of date and time of counseling shall be entertained. Please come prepared to pay the complete fees as indicated below for admission, since failure to remit will result in passing of the seat to the next available candidate during counseling.

Candidates should produce the following certificates/documents in original at the time of counseling.

1. CMAT Score Card and CMAT Admit Card.
2. Degree Certificate/Provisional Certificate (in the case of students whose result are not yet published a certificate should be produced from the Principal / Head of the institution last studied stating that the candidate has appeared in their final examination and awaiting result). Candidates awaiting results of any **supplementary** examinations **are not** eligible for admission.
3. Transfer Certificate and Conduct Certificate from the institution last studied.
4. 10th Standard Certificate/Mark list
5. Mark lists of all years/semesters of the Qualifying Degree Examination

6. Migration Certificate in respect of candidates who have studied last in Institutions outside the state of Kerala
7. Conversion table obtained from the institution, in the case of candidates who have grade points instead of marks.
8. Income Certificate & Community Certificate from the Village Officer issued within six months as on the date of counseling, in the case of candidates from Backward Communities who are claiming reservation under SEBC. **Non-creamy Layer Certificate will not be considered as equivalent to Community/Income Certificate. Candidates belonging to states other than Kerala are not eligible for communal reservation.**
9. Valid document(s) to prove Keralite status, if applicable.
10. Community Certificate issued by Tahsildar in the case of SC/ST Candidates. **Candidates belonging to states other than Kerala are not eligible for communal reservation.**
11. Candidates seeking admission under physically handicapped (PHC) category should invariably produce the **Physically Handicapped Certificate** issued within one year as on the date of counseling from the **District Medical Board of the State** to which the candidate belongs.
12. Candidates seeking admission under sports quota should bring all original certificates of their achievements in the respective sports events and the **sports eligibility certificate issued by Kerala State Sports Council.**
13. Certificate to the effect that the candidate has **3 or more years of supervisory/executive experience (after taking the Degree) and a No Objection Certificate from the employer** in the case of candidates seeking admission for MBA (Part Time) course under **“Experienced Category”**.
14. Candidates with certificates (Qualifying examination) not in English transcript should invariably produce a translated version of the same in English endorsed by Notary Public
15. **Two sets of copies of all original certificates / documents mentioned above [attested by Gazetted Officer]**
16. **Two passport size Photographs of the candidate**

Note: The University has decided to designate 50% of the seats in MBA (International Business) and MBA (Travel and Tourism) as free seats and to charge Tuition fees per semester of Rs.20,000/-. The remaining 50% seats is designated as payment seats for which the semester Tuition fees per semester is Rs.45,000/-. Taking this into account the fees applicable to free seats and payment seats at the time of admission is given in table below for the above courses.

The candidates offered admission during counseling should remit the first semester fees in full including examination fees as detailed below on the spot, and get admitted, failure to do so will result in the seat passing to the next available candidate from the rank list. No part payment or postponement of date of payment of fees will be accepted.

Fee details.

Programme	General & Reservations other than SC/ST/OEC		SC/ST	OEC
MBA (Full Time)	Rs. 28,900/-		Rs. 3,850/-	Rs.7500/-
MBA (Part Time)			Rs. 4,350/-	Rs.7850/-
Experienced	Rs. 28,850/-			
Non-experienced	Rs. 23,850/-			
	General & Reservations other than SC/ST/OEC			
	Free Seat	Payment Seat		
MBA (International Business)	Rs. 28,900/-	Rs. 53,900/-	Rs. 3,850/-	Rs.7500/-
MBA (Travel & Tourism)	Rs. 28,900/-	Rs. 53,900/-	Rs. 3,850/-	Rs.7500/-

Note: Claims/Requests for benefits under any reservations (Communal Reservation/Special Reservation etc.) other than what is indicated by the candidate in the CAT 2013 application, will not be considered for counseling/admission.

A candidate will be considered as a “Keralite” for the limited purpose of eligibility for admission, if

He/She or his/her father/mother was born in Kerala **OR**

He/She has been a resident of Kerala for a period of 5 years within a period of 12 years **OR**

He/She has undergone his/her school studies from standards VIII to XII in educational institutions(s) in Kerala.

Children of All India Service (AIS) officers (Non Keralites) allotted to Kerala circle are deemed to be “Keralites” (GO (Rt) No. 822/H.Edn dated 29/05/2008). But they will not be eligible for Communal/Special Reservations.

Candidates claiming the Keralite status should invariably produce at the time of counseling/ admission, any one of the following certificates.

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,

OR

The “Certificate showing school studies in Kerala from Standards VIII to XI” from the Head of School where the candidate completed his / her study in Standard XII,

OR

True copy of the 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,

OR

True copy of the 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,

OR

True copy of 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 of whose birth certificate is being produced

For claiming Keralite-AIS (All India Service), certificate from competent authority should be attached.

All Certificates/Documents submitted by admitted candidates will be kept under the custody of the university till the completion of Qualification Certificate verification and will not be returned to the candidate except in the case of cancellation of admission. **The candidates are therefore advised to keep at least 10 attested (by a Gazetted Officer) and 10 unattested copies of the marklists and certificates before reporting for counseling**

Parent/Guardian accompanying the candidate is compulsory for all candidates except those under experienced category in MBA (Part Time) Course.

Sd/-

DIRECTOR