

examination will be cancelled. Such candidates shall be debarred from appearing the entrance examination conducted by CEE for not less than two years and shall also be liable for criminal action and /or any other action as deemed fit by CEE. Decision of the CEE in this regard shall be final.

10.11 IMPERSONATION

If during the Kerala Engineering Entrance Examination or at any stage of allotment/admission process of KEAM 2019 it is found that candidates appearing in the Kerala Engineering Entrance Examination or in the admission process of KEAM 2019 at the allotted College have indulged in any case of impersonation i.e. not matching the photograph/signature/documents of the candidates etc. he/she shall be handed over to the Police by the Chief superintendent/Liaison Officer /Principal as the case may be and the cases shall be dealt as per the Indian Penal Code in this matter for further investigation. The matter shall also be reported to the CEE by the Chief Superintendent/Liaison Officer /Principal in writing.

Such candidates will be debarred permanently from appearing for the KEAM Entrance Examination conducted by the CEE in future in addition to the cancellation of his/her candidature in the KEAM entrance examination of the year.

11. CENTRALISED ALLOTMENT PROCESS (CAP) & ONLINE SUBMISSION OF OPTIONS

The Centralised Allotment Process will be done through the **Single Window System (SWS)** to give allotments to the various courses and colleges under the Engineering/ Architecture/ Pharmacy/Medical streams in the State, based on the options submitted by the candidates who have been included in the rank list of the Engineering/Architecture/B.Pharm/ MBBS&BDS/Medical & Allied/Ayurveda courses for the year 2019, prepared by the Commissioner for Entrance Examinations (CEE), Kerala. This is a system of 'Allotments through Online Submission of Options'. The options are willingness of a candidate who qualified with a rank in the rank lists of KEAM-2019 to join a course-college combination prioritized as per his/her aspiration and desire subject to the conditions specified in Clauses 6 and 9.7.5. The CAP through which the Options are registered is a simple and transparent process of allotment to the Professional Degree Courses and it gives the candidate opportunity to exercise his/her options for courses and colleges of his/her choice conveniently in the order of his/her preference considering all those available to be chosen from. The allotments will be strictly based on the options exercised, the rank obtained and eligible reservations of the candidate. **Candidates should register options only to those courses/colleges which they are sure to join on allotment. If the candidate fails to remit fee/join the college, he/she will lose the allotment as well as all the existing options in the stream to which the allotment belongs. The options once lost will not be available in the subsequent phases. When an allotment is given to a candidate, the previous allotments, if any, shall automatically be cancelled.**

11.1 The online Centralized Allotment Process 2019 will be done by the Commissioner for Entrance Examinations (CEE), Kerala, with the technical support of the National Informatics Centre (NIC).

11.2 Seats in Government/Aided/KAU/KVASU/KUFOS/Self Financing Colleges to be allotted by the Commissioner for Entrance Examinations, will be included in the CAP and will be done as per the provisions of allotment.

11.3 (a) Seats for the Engineering, Architecture, B.Pharm, MBBS, BDS, Ayurveda, Homoeo, Siddha, Unani courses and seats for the Agriculture & Forestry, Agricultural Engineering and Food Engineering and Technology Courses under the Kerala Agricultural University, Fisheries and Food Technology course under Kerala University of Fisheries & Ocean Studies, and Veterinary & AH, Dairy Technology and Food Technology courses under Kerala Veterinary & Animal Sciences University will be available for allotments by CEE through the CAP.

(b) The courses for Option Registration under CAP are classified as Engineering Stream, Medical Stream and Pharmacy Stream. All courses listed in Clauses 1.3.1 and 1.3.2 are included in Engineering Stream. All courses listed in Clauses 1.3.3, 1.3.4, 1.3.5 and 1.3.6 are included in Medical Stream. B.Pharm course under clause 1.3.7 is included in Pharmacy Stream.

(c) The candidates are eligible to register option to the courses of any stream or all streams provided they are qualified with a rank in the respective rank lists of KEAM-2019 as per the conditions specified in Clauses 5, 6 and 9 of the KEAM-2019 Prospectus.

(d) Only female candidates can register options to the courses in Women Colleges under CAP if they are otherwise qualified as per various Clauses of the KEAM-2019 Prospectus.

11.4 Rules and regulations governing allotments through submission of options:

11.4.1 **Candidate to register options:** Candidates included in the Rank lists for Engineering, Architecture, B.Pharm, MBBS/BDS/ BHMS/BSMS/BUMS, Agriculture/Veterinary/Forestry/Fisheries and Ayurveda courses 2019, will have to register their options in the stream(s) concerned as

prescribed under Clause 11.5, for being considered for allotments to the courses and colleges under the respective stream(s).

- 11.4.2 **Registering Options:** Options can be registered only through the website, "www.cee.kerala.gov.in". Candidates will have to register their options in single stream or multiple streams (based on their eligibility) in the 'Option Registration Page' accessible through the 'Candidate Portal' within the stipulated period of time. Candidates should access the 'Option Registration Page' and follow the instructions given therein and as described in Clause 11.5, to register their options for courses and colleges. **Options submitted to the CEE by Fax, Post, Hand delivery etc., will not be processed or considered on any account for allotment of seats.**
- 11.4.3 **Facility for Registering Options:** Candidates can register their options within the time schedule specified, using any computer having internet facility. Candidates who do not have access to Internet facility can use the facility provided **free of cost**, by the Government at various centres across the state. 'Facilitation Centres' (FC) will be opened across the state during a specified period for the candidates who need assistance for registering their options. The list of FCs will be notified in due course. The Facilitation Centres will be functioning only during the period specified.
- 11.4.4 **Time schedule for registering options:** The facility for registering of options will be available only during the period specified in the notifications to be issued by the CEE. Wide publicity will be given through electronic and print media regarding the schedule and related matters. The facility will be withdrawn once the time period is over and candidate will not have access to this facility after this time period. **A candidate, not registering his/her options as per the time schedule announced, will not be considered for allotments under his/her eligible streams against any of the seats available then, irrespective of his/her rank.** Requests for extension of time will not be entertained under any circumstances for registering options under any of the streams.
- 11.4.5 **Registering of options in respect of candidates included in different Rank Lists:** A candidate included in different rank lists, can register options of different streams simultaneously based on his/her order of priority of courses and colleges. All options available to the candidate, based on the streams he/she is eligible for, can be registered in a single registration. For example, a candidate included in the Engineering and Medical rank lists can register his/her options in the two streams together, within the specified period of time.
- There is no separate time schedule for registering options under each of the streams. All options to all eligible streams will have to be registered as per the time schedule. No extension of time will be granted under any circumstances for registering options under any of the streams.
- 11.4.6 **Eligibility for registering options:** Only those candidates included in the different Rank Lists prepared and published by the CEE for 2019 are eligible to register their options in the stream concerned. Moreover, the candidates registering their options should satisfy all the eligibility conditions with regard to Nativity (Clause 6.1), Academic qualifications (Clause 6.2), Age (Clause 6.3), etc., of the Prospectus for admission to Professional Degree Courses 2019. **Academic eligibility should be satisfied on the date of admission for various Courses. Principal/Head of the Institution will be personally responsible for verification of eligibility condition as prescribed in the Prospectus, when the candidate reports for admission.** Only those candidates who are found to be qualified as prescribed shall be admitted to the college/institution irrespective of the fact that he/she has an allotment through the CAP.
- 11.4.7 **Essentials for registering options:** Candidates should have particulars such as Roll Number, Application Number and Password of KEAM-2019 in order to register their options in the website
- (i) **Roll number:** This is the six-digit Number allotted by CEE to the candidate which is given in the Admit Card of KEAM-2019.
 - (ii) **Application number:** This is the seven-digit number printed on the left top part of the confirmation page of the Online Application submitted by the candidate for KEAM 2019. This is also printed in the Admit Card issued by the CEE to the candidate.
 - (iii) **Password:** The Password to be used is same as the one created and used during the online application submission stage.
- 11.5 **Procedure for Registering Options:**
Any candidate, who wishes to register his/her options, should have the 'Application number' and 'Password' readily available with him/her. The candidate must also have access to internet facility. The candidate should follow the procedure given below for registering options:
- (i) Log on to the 'Candidate Portal' through the website www.cee.kerala.gov.in using Application Number and Password.
 - (ii) Proceed to the Option Registration Page by clicking on the 'Option Registration' Link.
 - (iii) Register Options.

- (iv) Save the Options registered
- (v) View and Print the List of Options registered.
- (vi) Log off from the 'Candidate Portal'.

11.5.1 **Accessing the website:** The candidate can access the website, 'www.cee.kerala.gov.in' from any computer having internet facility. The platform can be Windows or Linux based and a recent version of Mozilla Firefox is the recommended browser to be used.

11.5.2 **Logging on to the 'Candidate Portal':** In order to log on to the 'Candidate Portal', click the link '[KEAM 2019-Candidate Portal](#)' given in the startup page of the website, and submit the Application number and Password correctly.

11.5.3 **Accessing the 'Option Registration Page':** In order to access the 'Option Registration Page', click the link '[Option Registration](#)' given in the Candidate Portal.

Failure to provide the correct password will stop the candidate from proceeding to the Option Registration Page. It is the responsibility of the candidate to keep the password safe and secure. In case, assistance is necessary for logging on to and accessing the Option Registration Page, the candidate may contact a Facilitation Centre (FC). If the candidate cannot remember the password, he/she can reset it through the 'Forgot Password' link, given in the Candidate Portal.

Application number is candidate specific and hence is usable for the concerned candidate only. Disclosure of the Password to others who may misuse them can result in tampering of the options made by the candidate. The CEE/Government will not be responsible for any such eventuality.

11.5.4 **Courses and Colleges available for registering options:** A list of Course-College combinations available for allotments through the CAP will be displayed on the Option Registration page of the candidate based on the stream(s) the candidate is eligible for. For example, a candidate included only in the Engineering stream will see the Engineering courses together with the corresponding two-letter codes (Eg:- AE - Applied Electronics and Instrumentation, EC - Electronics and Communication Engineering etc.). Similarly, a candidate in the Medical Stream, will see the Medical courses together with the corresponding two-letter codes (Eg:- MM-MBBS, MD-BDS, BA-BAMS etc.). A candidate eligible for both Engineering and Medical streams will see both Engineering and Medical courses. All the Colleges under the stream(s) applicable to the candidate will be shown with their respective three-letter codes (Eg:- TVE-College of Engineering, Thiruvananthapuram, TVM-Government Medical College, Thiruvananthapuram etc.).

11.5.5 **Procedure for registering options in his/her Option Registration Page:** By entering the option number for a course-college combination the candidate can fix his/her preference numbers for the course-college combinations displayed in the Option Registration Page. Here all the eligible options of the candidate will be displayed course-wise and the candidate is expected to enter his/her preference number for a particular combination.

11.5.6 **Registering of the Options and saving/revising the Options registered:**

(i) All eligible options of the candidate will be displayed on the Option Registration Page. The candidate may follow the directions given therein to register the options. The data entered may be saved regularly by clicking the 'Save' button, so that the data already entered is not lost due to unexpected reasons. The candidate should enter only those options in which he/she is interested. Candidates should also note that he/she will be considered for allotment only to those courses and colleges opted by him/her. So, a candidate who has not opted for a course-college combination will not be considered for allotment for that combination. Existing options, registered by the candidate and available in the Option Registration Page, can be cancelled by entering the number '0' against that particular option to be cancelled or by clicking on the corresponding 'Delete' button. Changes (including deletions) made in the option list must be saved (by clicking on the SAVE button) before leaving the option registration page. All the valid options registered by the candidate will be processed. If a candidate gets allotted to a particular seat, based on his/her option, he/she is bound to accept it, failing which, he/she will lose that allotment as well as all the all the existing options in the stream to which the allotment belongs. The options once lost will not be available in the subsequent phases.

(ii) **Option Worksheet facility:** If a candidate experiences any difficulty in entering the data directly, he/she may first take a printout of the worksheet showing all the options he/she is eligible for, by clicking on the 'OPTION WORKSHEET' or 'DETAILED OPTION WORKSHEET' link on the page. The desired entries may be made on this work sheet and the same may be used for registering the options on the website. The preference numbers may be fixed using this worksheet and the data

may be entered in the system subsequently. A candidate has the facility to modify or rearrange his/her earlier options before the last date and time fixed.

- 11.5.7 **Viewing and Printing of the Option List based on the options registered:** Once the candidate completes the option entry, he/she can view his/her options by clicking on the link provided. An option list will be generated and the candidate can take a printout of the same and keep it for future reference. If the candidate wants to change his/her options already registered, he/she may revise the options as desired and ensure that the option list has come as per his/her preferences.
- 11.5.8 **Logging off from the Option Registration Page:** Once the candidate is satisfied with the options registered, he/she may 'Log off' the system by clicking on "logout" link. The process of 'Registration of Options' is complete when the candidate logs off. **This action is compulsory for preventing the misuse of his/her Option Registration Page by strangers.**
- 11.5.9 **Rearranging option priority:** A candidate may change his/her option priority any number of times within the time schedule permitted. The priority of options registered at the time of closing of the facility for registering options alone will be considered for processing. No candidate will be allowed to register options afresh to any stream at any stage after the stipulated time as notified by the CEE. The option list once finalized cannot be augmented after the stipulated time for registering options. But the modification of the option list will be allowed only for cancellation/deletion and for re- arrangement of priority of options at the time specified in the notification by the CEE.
- 11.5.10 **Trial Allotments:** The CEE will conduct Trial Allotment before the closure of the time fixed for registering options during the 1st Phase of allotment to give an idea about the chances of getting allotment to a course and college based on options and rank of the candidate. **The trial Allotment does not guarantee that the candidate will get allotment in a college or course.**
- 11.6 **Processing of Options and Allotment:**
- 11.6.1 **Allotment Schedule:** After the period earmarked for registering options, they will be processed and the allotment for all courses will be published on the website, "www.cee.kerala.gov.in", on the date notified by the CEE. The allotment memo, the printout of which can be taken from the website, will show the college to which the candidate is allotted and the fee to be remitted for the course allotted. The schedule of allotment will be notified separately. Necessary notifications will be issued by the CEE.
- 11.6.2 **Remittance of Fee:** The prescribed fee for the Course will have to be remitted by the candidate to the Account of the CEE in specified Post Offices in Kerala to be notified by the CEE or by way of Online Payment, as per the time schedule prescribed. After the candidate remits the fee in the first allotment, a fee receipt will be issued by the Post Office/can be printed from the Online Payment page, as token of allotment and remittance of fee. **Those candidates who do not remit the fee on or before the date prescribed for the same will lose their allotment as well as all the existing options in the stream to which the allotment belongs. The options once lost will not be available in the subsequent phases.** The second allotment will be published on the date specified. Candidates who have not received any allotment in the first allotment and who have received an allotment in the second allotment will have to remit the prescribed fee for the course allotted. If a candidate has a different allotment than the one received in the first allotment, the fee for which is higher than that remitted as per the first allotment, he/she will have to remit the difference in fee. The amount to be remitted in this manner will be shown in the allotment memo of the candidate. If the fee for the course allotted in the second allotment is less than or same as the fee remitted as per the first allotment, no further remittance is to be made by the candidate. The same process will be repeated in the subsequent allotments.
- 11.6.3 **Admission for all courses:** Candidates allotted to courses, and who remit the fee as prescribed, should take admission in the college allotted as per the schedule prescribed by the CEE. Candidates who do not take admission will lose their allotment as well as all the existing options in the stream to which the allotment belongs. The options once lost will not be available in the subsequent phases. The candidates are liable to pay admission fee as prescribed by the University concerned at the time of admission. If a candidate who got admission in any course, in any allotment of any phase under CAP conducted by the CEE, discontinues the course by taking TC to join another college or course which is not the part of CAP or for any other reasons not related to CAP will lose their allotment as well as all the existing options in the stream to which the allotment belongs. The options once lost will not be available in the subsequent phases.
- 11.6.4 **Online Option Confirmation for participating in subsequent phases of allotment:**

Candidates who are having valid options and who are willing to participate in the second allotment/subsequent allotment have to log in to his/her Option Registration Page and confirm their options by clicking the 'Confirm' button available in his/her Option Registration Page. Candidates can delete their unwanted options or alter the priority of existing options only after the online option confirmation.

Online Option Confirmation is mandatory before each phase of allotment for participating in that particular phase of allotment. The facility for Online Option Confirmation will be made available in the website before each phase of allotment. A candidate who does not confirm the higher order options by clicking the 'Confirm' button available in his/her Option Registration Page, his/her higher order options belonging to the course(s) included in that phase will not be available in subsequent phases also. However, his/her existing allotment shall be retained, subject to the conditions of Clauses 11.6.2 and 11.6.3.

- (i) After each allotment, the options below the 'allotted one' of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate had registered 45 options in all, and if he/she is allotted his/her 34th option, all options from 35 to 45 will be removed from the option list. Since the 34th option is the allotted one, it will not be seen in the option list. Options from 1 to 33 only will remain valid and will be considered for future allotments.
 - (ii) If a candidate is satisfied with an allotment and does not want to be considered against his/her remaining options, he/she will have the facility to cancel all the remaining options. He/she may cancel options in a particular stream alone. He/she may also cancel specific options among the remaining options as per his/her desire. The candidate will also have the facility to alter the priority of the remaining options. But the candidate will not be permitted to register any fresh options to the existing ones.
 - (iii) The facility for confirmation and cancellation/ deletion/alteration will be available for a specified period of time as notified, after which the facility will be withdrawn. A candidate retaining all or any of the options after each allotment is **bound to accept the next allotment, if any**, given to him/her. If the candidate fails to accept the allotment, he/she will lose all the allotments/ admission and will lose the existing options in the stream to which the latest allotment belongs.
 - (iv) Forfeiture of the claims in CAP: The claims in Centralised Allotment Process conducted by the CEE will be cancelled under the following reasons.
 - (a) Non payment of tuition fee as specified in the allotment memo.
 - (b) Non joining of the course/college within the stipulated time as specified by the CEE.
 - (c) Discontinued with TC to join courses other than the courses allotted by the CEE or for any other reason.
- 11.6.5 **Further Allotments:** Details regarding further allotments will be notified by the Commissioner for Entrance Examinations.
- 11.6.6 **Last Rank Details:** The last rank details of the allotment will be published after each allotment and will be made available on the website. **The last rank given will be the rank of the candidate and not the position in the category list.**
- 11.6.7 **General Rules related to registering of Options:**
- (i) Candidate can register all the available options if he/she desires so. However, it is not compulsory that the candidates should exercise all the options.
 - (ii) A candidate will not be allotted a seat in a course of a college if he/ she has not opted the course-college combination during option registration process of CAP-2019.
 - (iii) A candidate is bound to accept an allotment as per the priority registered in the Option list and he/she has to surrender the seat already occupied by him/her, if he/she is allotted based on options furnished against arising/future vacancy. Request to retain the existing admission after an allotment is made, based on the option registered, will not be considered under any circumstances.
 - (iv) Failure to report for admission in the allotted institution, after remitting the required fee within the stipulated time will result in the forfeiture of his/her allotment to that course and cancellation of all the existing options in the stream to which that allotment belongs.
 - (v) For each phase of CAP 2019 subsequent to the initial phase, confirmation of the higher order options by logging in to the Option Registration Page and clicking the 'confirm' button is mandatory to participate in that phase of allotment even if no cancellation/re-arrangement of options is desired. Non-confirmation of higher order options for a particular phase of CAP will lead to automatic deletion of higher order options belonging to the course(s) included in that phase, making them unavailable for the subsequent phases also.

11.6.8 **Allotments as per guidelines:**

- (i) As per the schedule fixed by the Hon'ble Supreme Court of India, no student shall be admitted to Medical/Dental colleges after August 31st of each year. Hence no allotments for 2019-20 will be made to the MBBS/BDS courses after 31.08.2019.
- (ii) As per the guidelines of Central Council of Indian Medicine, allotments to BAMS, BSMS and BUMS courses for 2019-20, will not be made after 30.09.2019. Similarly, no allotments to the BHMS course for 2019-20 will be made after 30.09.2019, as per the guidelines of Central Council of Homoeopathy.
- (iii) Allotment/ Admission to Engineering courses will not be made after 15th August of every year vide judgment of the Hon'ble Supreme Court of India dated.13.12.2012 in the Civil Appeal No.9047 and 9048 of 2012. Similarly no allotment to the B.Pharm Courses for 2019-20 will be made after 15.08.2019, as per the guidelines of AICTE.
- (iv) Candidates allotted to the Engineering courses must join in the respective colleges at the third and final allotment.

11.6.9 Spot Allotment: Spot allotment/admission for filling up the remaining vacant seats, if any, will be conducted after the completion of the Centralised allotment process. All qualified candidate included in the rank lists concerned is entitled to attend the Spot allotment/admission Process. However, the eligibility/claims of candidates to participate in a Spot Allotment shall be in accordance with the conditions in the relevant Government Orders/Orders of the Hon'ble Courts, concerned Central Councils. The courses under Engineering stream are listed in Annexure II (1) (b). The Commissioner for Entrance Examinations is authorized to issue necessary orders regarding Spot Admission/ Allotment in due course. Detailed notification will be issued at the time of allotment. For Engineering course the students must join at the time of third allotment.

11.7 Post Allotment Activities:

11.7.1 Reporting at the College: Candidates who get allotment will have to report before the Principal/Head of the Institution concerned for admission on the dates notified with the following documents :

- (a) Certificate to prove date of birth.
- (b) Transfer Certificate from the Institution last attended and Conduct Certificate.
- (c) Original mark list of the qualifying examination (Higher Secondary or equivalent) and the Pass certificate of the qualifying examination (if issued).
- (d) Eligibility certificate from any University in Kerala, in the case of candidates who have passed a qualifying examination other than Higher Secondary Examination/Vocational Higher Secondary Examination conducted by Government of Kerala or the examination conducted by CBSE and CISCE.
- (e) Migration Certificate, if applicable.
- (f) Physical Fitness Certificate in the relevant format given in Annexure XVII (a) or XVII (b) of the Prospectus 2019.
- (g) Receipt of fee remitted.
- (h) Data sheet of KEAM 2019.
- (i) Admit card of NEET-UG-2019(if applicable)
- (j) Allotment Memo issued by the CEE.
- (k) Any other documents required in the allotment Memo/Notification.
- (l) Originals of all the documents and certificates uploaded with the online application.
- (m) Fee/balance fee of the course should be paid at the time of admission.

The candidate is specifically instructed not to inform his/her Password to the institutions concerned.

11.7.2 Verification of Documents: The Principal/Head of the College or Institution shall be personally responsible for verification and satisfaction of the correctness of the documents/Certificates produced by the candidate at the time of seeking admission in the college/institution. The University concerned shall also verify the records produced by the candidate who got admission in the college/institution by deputing special teams and submit a report to Government within 10 days from the last date fixed for final allotment of seats.

11.7.3 Failure to pay the tuition fee/report for Admission: Candidates who do not pay the tuition fee or do not take admission on the prescribed date will lose their allotment as well as all the existing options in the stream to which that allotment belongs.

11.7.4 Cancellation of Higher Options after joining a College: Candidates who join the college on the dates specified can cancel their remaining options fully or partially or change the priority of their remaining options before the dates prescribed and as specified in clause 11.6.4. A candidate interested in subsequent allotment must login to his/her Option Registration Page and click the 'confirm' button available therein and can delete their unwanted options or alter the priority of existing options.

11.8 Seat allotment protocol in Government/Aided/KAU/KVASU/KUFOS Colleges:

11.8.1 **Admission & Allotment:** A distinction will be made between 'Admission' to a course and seat 'Allotment' to a college. Admissions are offered through allotment of seats under CAP. Allotments will be first offered under State Merit (SM) even to candidates having eligible reservation benefits as per mandatory reservation so long as vacancies are available under the same, statewide. Only after all the 'State Merit' vacancies are exhausted across the State, seats will be offered under the candidate's eligible reservation quotas under mandatory reservation. (Refer Clause 5)

11.8.2 State-wide Principle of Allotment in Government/Aided/KAU/KVASU/KUFOS Colleges:

Allotment of seats in Government/Aided/KAU/KVASU/KUFOS Colleges is governed by a 'state-wide' principle of selection approved by the Government of Kerala in G.O.(MS) No.122/98/H.Edn. dated 07.10.1998. According to the G.O., 'Candidates of the reserved category who will otherwise come in the open merit list will be allotted to the college of his choice provided he would have been eligible for allotment to that college if he was treated as candidate coming under reservation quota. While a reserved category candidate entitled to admission on the basis of his merit will have the option of taking admission to the colleges where a specified number of seats have been kept reserved for reserved category but while computing the percentage of reservation he will be deemed to have been admitted as an open category candidate and not as a reserved category candidate'. As per the above principle, all seats available for allotment by CEE in Government/Aided/KAU/KVASU/KUFOS Colleges for a particular course (Eg:- BAMS under Medical stream or Electronics & Communication under Engineering stream) available in all the Government and Aided colleges put together will be computed state-wide and the total seats so obtained for each course in these Colleges together, will be distributed statewide for the different categories by applying the mandatory reservation principle as mentioned in Clause 4.1.5. While following the above principle of allotment, the institution-wise break-up of seats that is earmarked under each category as per the mandatory reservation principle will be changed in certain colleges.

11.8.3 **Allotment in Government/Aided/KAU/KVASU/KUFOS Colleges to Candidates with multiple Claims under Mandatory Quota:** All candidates included in the Rank Lists are eligible for allotment under State Merit (SM). Candidates might be entitled for other reservation quotas also under Mandatory Reservation. For example, a candidate may have the benefit of SEBC reservation (EZ/MU/BH/ LA/DV/VK/KN/BX/KU) or Scheduled Caste (SC) or Scheduled Tribe (ST) claim. The seats will be offered on the hierarchy of quotas.

The hierarchy in order is as follows:

- (i) State Merit (SM) - All candidates included in the Rank Lists are eligible for allotment under State Merit.
- (ii) A candidate without SEBC/SC/ST reservation benefit will be considered only against the 'State Merit' seats wherever available at the time of allotment. Such candidates will be allotted a seat as per the availability of seats.

11.8.4 **Allotments under Special Reservations:** Candidates may be eligible for Special Reservations and/or reservation benefits under 'Persons with Disabilities'. Such allotment will be only to the colleges where the seats have been identified. Allotment under these categories will not be governed by the provisions of the GO referred to in clause 11.8.2. The allotment of seats under Special reservation will be taken up along with the General Allotment. However such candidates will also be considered for allotments as per the Clauses 11.8.2 and 11.8.3, if they are eligible for SEBC/SC/ST reservation benefits.

11.9 **Seat allotment protocol in Self-financing Colleges:** Allotment of seats in Self-financing colleges will be college/institution wise. Details will be notified separately.

11.10 In case, candidates are directed to appear for a personal counseling at any stage of allotment process and a candidate is not able to attend the allotment process on genuine grounds, the parent/guardian or any authorized person can act as a proxy at the risk of the candidate, on production of authorization letter in the form given in **Annexure XIX**. Authorization letter once received will be considered valid for the entire allotment process, unless the candidate revokes it in writing.

12. FEES

12.1 Fees for the various courses in Govt./Aided Colleges will be as fixed by the Government, from time to time. Fees for the various courses in Self-financing Institutions will be notified separately. The details of fee structure for various courses will be published before the commencement of the CAP 2019. The list of Private Self Financing Institutions which offer additional fee concessions will be published in the official website of the Commissioner for Entrance Examinations, www.cee.kerala.gov.in before the commencement of CAP 2019.

- 12.1.1 Candidates belonging to SC/ST communities allotted against merit seats or against the seats reserved for them are exempted from payment of fees. Candidates belonging to OEC admitted against merit seats or against the un-availed seats of SC/ST are exempted from payment of fee (G.O.(MS) No.14/2005/SCSTDD dated 5.4.2005 & G.O.(Ms) No.36/07/SCSTDD dated 03.07.2007). Candidates belonging to OEC admitted to Government seats through SEBC reservation are also exempted from payment of fee (G.O.(Ms) No. 50/2006/SCSTDD dated 22.09.2006).
- (a) **Claim for fee concession to OEC candidates:** Candidates belonging to Other Eligible Communities are exempted from payment of fee at the time of allotment to professional Degree Courses under Government/Community quota as per G.O. (MS) No. 36/07/SCSTDD dated 03.07.2007. Those OEC candidates who have submitted the Non-Creamy Layer Certificate for availing the applicable reservation will be granted the fee concession based on the Non-Creamy Layer Certificate. But those OEC candidates who do not come under Non-Creamy Layer Category should upload the Community Certificate obtained from the village officer to the online application for availing the fee concession.
- (b) **Claim for fee concession to the candidates belonging to communities listed in Annexure X (a):** Candidates belonging to the communities listed in Annexure X (a) whose annual family income is up to Rs.6 lakhs are exempted from payment of fee at the time of allotment to Professional Degree Courses under Government/Community Quota as per GO (MS) No. 10/2014/BCDD dated: 23.05.2014. They should upload Community and Income Certificates from the Village Officer in the prescribed format to the online application.
- 12.1.2 Candidates who are children of Inter-Caste married couple of which one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per GO (MS) No.25/2005/SCSTDD dated 20.6.2005 if they upload the 'Inter-Caste Marriage Certificate' issued by Tahasildar to the online application.
- 12.1.3 **Claim for fee concession to the Children of Fishermen:** Candidates who are children of Registered Fishermen allotted against Merit seats or against the seats reserved for them are exempted from payment of fees to Professional Degree Courses as per GO(Ms) No. 47/14/FPD dated: 09.06.2014, if they upload a Certificate from concerned Fisheries Officer of Kerala Fishermen Welfare Fund Board to the online application.
- 12.1.4 **Claim for fee concession to the inmates of Sri Chitra Home, Nirbhaya Home, Juvenile Home:** Candidates who are inmates of Sri Chitra Home, Nirbhaya Home, Juvenile Homes and other institutions run by Government allotted against Merit seats are exempted from payment of fees to Professional Degree Courses as per GO(Ms) No. 130/90/H.Edn dated: 31.05.1990. A certificate in this regard from the authority concerned is to be uploaded to the online application for availing the fee concession.
- 12.2 **Payment of Fees:**
- 12.2.1 The fee for a course allotted to the candidate will have to be paid within the stipulated time by way of Online Payment or through payment at specified Post Offices in Kerala. If a candidate moves to another course in the same stream, the fee for which is higher than the fees applicable for the course allotted earlier, the balance fee will have to be remitted. Candidates getting fresh allotment also will have to remit the fees applicable. The fee so collected from the candidates will be transferred to the college where the candidate stands admitted at the closing of admissions for the year.
- 12.2.2 **Refund of fees:** Candidates who cancel their admission by obtaining Transfer Certificate before the dates announced by the CEE for the same are eligible for refund of fees. Excess fees if any collected from candidates will be refunded. The amount of fee/excess fee collected will be refunded to the candidates only after the closing of admission for the year. No interest will be paid to the candidates.
- 12.2.3 **No refund of fees:**
- (i) No refund of fees will be made to candidates who apply for Transfer Certificate/ Cancellation of admission under any circumstances, after the last allotment notified by the CEE. They will have to pay Liquidated damages as stipulated in Clause 12.2.4.
- (ii) The candidate who does not take admission in the last phase of allotment in the respective courses will not be eligible for refund of fees. They will have to pay Liquidated damages as stipulated in Clause 12.2.4.
- 12.2.4 **Liquidated damages:**
- (a) **Levying amount towards liquidated damages from candidates discontinuing their studies:**
- (i) If any candidate admitted to courses other than AICTE approved courses (courses approved as per the approval Process Handbook 2019-20) in Government/Aided/Government controlled

Self Financing/Private Self Financing colleges, discontinues the studies after the closing of admissions in the same academic year, to join other Courses /Colleges or for other purposes, he/she is liable to pay liquidated damages of Rs.75,000/- (Rupees seventy five thousand only). In all such cases the Transfer Certificate will be issued only after remitting the liquidated damages to the admitting authority concerned. Candidates belonging to SC/ST/OEC are exempted from this rule. Candidates belonging to 'Keralite' category, as per Clause 6.1 (i), whose annual family income is below Rs.75,000/- and who have uploaded Income Certificate to the online application for admission to Professional Degree Courses 2019 will also be exempted from payment of Liquidated damages. Candidates who are transferred from one institution to another as per proceedings of the University concerned are exempted from payment of liquidated damages. The students admitted in Government/Management seats in Professional Colleges who discontinue their studies to join at any stage of the Course in National Defence Academy/ Naval Academy/ Defence Institutions are exempted from the payment of Liquidated damages.

In the event of, a student withdrawing before the start of the course and if a student leaves after joining the course and if the vacated seat is consequently filled by another student by the last date of admission, the institution must refund the fee collected after a deduction of the processing fee of not more than Rs.1000/- (Rupees One Thousand only). It would not be permissible for Institutions to retain the school/Institution Leaving Certificate in original.

- (ii) If any candidate admitted against Government Seats in the Government/Government Controlled/Private Self financing Medical & Dental Colleges and management seats in Government controlled self financing colleges allotted by the CEE for MBBS/BDS courses discontinues after the closing of admission in the same academic year, to join other Courses/Colleges or for other purposes, he/she is liable to pay liquidated damages of Rs.10,00,000/- (Rupees Ten Lakhs only) in the case of MBBS course and Rs.5,00,000/- (Rupees five lakh only) in the case of BDS course, irrespective of annual family income/ nativity/ reservation status and also liable to be debarred from appearing the Entrance Examinations and/or allotments conducted by the CEE for a period not exceeding two years. In case of failure to remit the penalty, the same is liable to be recovered under the Revenue Recovery Act.
- (b) **On discontinuance of a course after the first academic year liquidated damages shall be collected in the following manner:**
- (i) For Government seats in Government/Aided/KAU/KVASU/KUFOS Colleges, liquidated damages shall be levied as in Clause 12.2.4 (a) (i) & (iii) above or fees for remaining years, whichever is higher, irrespective of annual family income/nativity/ reservation status.
 - (ii) For Government seats in Private Self-financing/Government controlled self-financing colleges, liquidated damages shall be levied either as in Clause 12.2.4 (a) (i)& (iii) above or fees for remaining years, whichever is higher, irrespective of annual family income/nativity/ reservation status.
 - (iii) For Management seats in Government controlled Self-financing colleges, fee for the remaining years of study will be levied as liquidated damages, irrespective of annual family income/nativity/reservation status.
 - (iv) Liquidated Damages shall not be collected from students discontinuing their studies from Government/Aided/Govt. Controlled Self Financing/Private Self Financing Engineering Colleges as per AICTE Guidelines.
- (c) **Penalty for Filing/Retaining unnecessary options:** Candidates who file/retain unnecessary options, but do not take admission on allotment to the Course/College during the final phase of allotment to a course as notified by the CEE resulting in Government seats and Management seats allotted by the CEE to lapse, will be penalized. They will be liable to pay penalty of Rs.10,00,000/- (Rupees Ten Lakhs Only) for MBBS course, Rs. 5,00,000/- (Rupees five lakh only) for BDS course and Rs.50,000/- (Rupees Fifty Thousand Only) for all other courses irrespective of annual family income/nativity/reservation status. Their candidature is also liable to be cancelled and also will be debarred from appearing the Entrance Examinations and/or allotments conducted by the CEE for a period not exceeding two years. In case of failure to remit the penalty, the same is liable to be recovered under the Revenue Recovery Act.

12.2.5 **Refund of Excess amount collected as fee:** The fees collected from candidates will be transferred to the college where the candidate stands admitted on closing of admissions. In case the candidate has moved to a course, the fee for which is lesser than the amount remitted by him/her at the time of the earlier allotment, the excess fee collected will be refunded to the candidate after closing of admissions. The candidates need not submit any individual request in this regard. No interest will be paid to the candidate on the balance amount due to him/her.

13. COURSES, INSTITUTIONS - SPECIAL FEATURES

13.1 Medical Courses under the DME:

- (a) The selected candidate should report before the Principal concerned on the date and time as directed by the CEE. No extension of time for joining the course will be granted under any circumstances. Failure to appear before the Principal concerned for admission on the date and time fixed will forfeit his/her selection to the course.
- (b) All students getting selected should get themselves vaccinated against Hepatitis, MMR and Chicken pox, before admission. A certificate to this effect will have to be produced at the time of admission.
- (c) Students who successfully complete the MBBS course from Medical Colleges in the State, on completion of the MBBS Course, are liable to serve in rural areas. The provisions relating to this stipulation will be as given in appropriate Government orders issued from time to time.

13.2 Ayurvedacharya - BAMS, Siddha- BSMS and Unani- BUMS Courses:

- (a) Degree will be awarded only on production of certificate of having successfully completed the prescribed one year internship.
- (b) Medium of instruction will be English.

13.3 Homoeopathy - BHMS Course:

The degree will be awarded only after successful completion of one year internship as prescribed by the Central Council of Homoeopathy.

13.4 Other conditions for the courses under the Kerala Agricultural University/Kerala Veterinary & Animal Sciences University/Kerala University of Fisheries & Ocean Studies:

- (a) **Discontinuance and attendance:** The students will not be allowed to discontinue the course of studies temporarily during the first two semesters. If a student admitted to the first year Under Graduate course does not register for the courses of first semester of that year or having registered, secures less than 80% attendance in 3 or more courses, his/her name shall be removed from the roll.
- (b) The medium of instruction for the above Degree courses will be English.
- (c) All the above courses involve practical fieldwork requiring considerable physical exertion. The candidates who would not be able to do such physical work need not apply.
- (d) The following minimum physical standards are prescribed for BSc. (Hons.) Forestry course.

Gender	Height (cm)	Chest girth (cm)	
		Normal	Expanded
Male	163	79	84
Female	150	74	79

- (e) Candidates selected and sponsored by ICAR and children of persons of Kerala origin settled in Andaman Nicobar Island and Lakshadweep need not produce the nativity certificate for admission to the respective seats reserved for them.
- (f) In the case of in-service candidates, as mentioned in Clause 5, certificate showing the period of service from the head of office in which they are working should be produced.
- (g) Certificates regarding the physical standards/fitness prescribed may be obtained from a Medical Officer in service not below the rank of an Assistant Surgeon in the concerned specimen form as given in Annexure XVII (a)/XVII (b) as applicable.
- (h) The physical standards in respect of candidates who have been allotted to BSc.(Hons.) Forestry course will be finally checked by the Kerala Agricultural University before admitting them to the above course.

13.5 **Transfer to other institutions:** Transfer of candidates who are admitted to courses under Kerala University of Health Sciences to other institutions within the University during the course of study and internship will be in accordance with the regulations of Kerala University of Health Sciences.